

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for the user at the PERSRU to complete Officer Candidate School, ROCI, and MARTP Transactions in the SDA II Database System. Each event contains information on:

- Purpose of the event
- Any references
- Fast Path ID and data entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this chapter The following events will be discussed in this chapter.

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Section Overview

Introduction

The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete an event on an enlisted/warrant officer candidate reporting to OCS to become a temporary officer. This event contains information on:

- Purpose of event
- Any references
- Fast Path ID and Data Entry

Note: If the member is a reservist coming on extended active duty greater than 139 days, refer to Chapter 3-C and Chapter 4-C of this manual to bring the member on extended active. Do not confuse this with a reservist being accessed in the Coast Guard and then brought on extended active duty greater than 139 days. The Reporting Reserve Enlisted Candidate to OCS to become a Reserve Officer event should be used for this (Section 10-E-1 of this chapter).

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this Section

The following topics will be discussed in this section:

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Reporting Enlisted/Warrant Officer Candidate to OCS to Become a Temp Officer

Purpose	This event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on an enlisted/warrant officer candidate who is reporting to OCS to become a temporary commissioned officer. This event should not be used to report OCS enlisted candidates who:
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- do not meet the 4 year active service requirement
- are E-4 and below

References

- Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- Query Manual, HRSICINST M5230.2 (series)
- Pay Manual, COMDTINST M7220.29 (series)
- Personnel Manual, COMDTINST M1000.6 (series)
- Joint Federal Travel Regulations
- Housing Manual
- SGLI Handbook, VA 29-75-1

Fast Path ID and Data Entry	Enter “ocsrocto” for Fast Path ID or press “AHA” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. The following screen will appear:
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Reporting Enlisted/Warrant Officer Cand to Temp officer (Screen 1 of 2)		
000-00-0000		
Stat	Options	Transactions
	<u>N</u>	Orders
	<u>N</u>	change BAS or Career Sea Pay due to TAD?
	<u>N</u>	Advancement/Change in Rating?
	<u>N</u>	Start or Change BAH/BAQ Entitlement and/or Qtrs?
	<u>N</u>	Member's Tax Mailing Address
	<u>N</u>	Member's State Taxes
	<u>N</u>	Member's Federal Taxes
	<u>N</u>	Cancel Selective Reenlistment Bonus?
	<u>N</u>	New Payment Option?
	<u>N</u>	Change a Bond/Allotment Address?
	<u>N</u>	Start of Family Separation Allowance?

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Reporting Enlisted/Warrant Officer Candidate to OCS to Become a Temp Officer, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once Screen 1 of 2 comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press “GO” or F1 and Screen 2 of 2 will appear.

Reporting Enlisted/Warrant Officer Cand to Temp Officer (Screen 2 of 2)		
000-00-0000	BM2	DOE, JOHN
Stat	Options	Transactions
<u>N</u>		Change in Dependency/Emergency Data?
<u>N</u>		Elect/Decline Servicemembers' Life Insurance?
<u>N</u>		Dependent Dental Coverage?
		Enlistment Remaining: _____. Need more obligated time?

Listed below are the transactions that can be selected in Screens 1 and 2 of this event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Orders? (L68B)	Optional	This transaction must be used if member is reporting PCS to OCS school.
Change BAS or Career Sea pay due to TAD? (P620)	Optional	This transaction must be used if member is reporting TAD to OCS school. Note: Do not submit this transaction if the old servicing PERSRU has completed this transaction already.
Advancement/Change in Rating (P555)	Optional	This transaction must be used if member needs to be changed in rate (i.e. from BM2 to OCUI2).
Start or Change BAH/BAQ Entitlement and/or Qtrs? (P606)	Optional	This transaction must be used if member's BAH/BAQ status has changed. Note: Refer to the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.

Continued on next page

Reporting Enlisted/Warrant Officer Candidate to OCS to Become a Temp Officer, Continued

Fast Path
ID and Data
Entry,
Continued

Transaction	Option	Used For
Member's Tax Mailing Address (L6EA)	Optional	This transaction is used to change the members mailing address.
Member's State Taxes (L6EA)	Optional	This transaction is used if the members state tax information has changed.
Member's Federal Taxes (L6EA)	Optional	This transaction is used if the members federal tax information has changed.
Cancel Selective Reenlistment Bonus? (P602)	Optional	If the member has a SRB and the SRB needs to be suspended or canceled then this transaction must be used.
New Payment Option? (L6GB)	Optional	This transaction is used when the member is requesting to change his/her payment option.
Change a bond/allotment address (P800)	Optional	This transaction is used when a member is requesting to change the address for an existing allotment. Note: If a member has bonds, this transaction should always be used to update bond addresses.
Start of Family Separation Allowance? (L6BB)	Optional	If the member is entitled to Family Separation Allowance then this transaction must be used. Note: Normally this transaction will not be prepared until the member has become entitled to FSA.
Change in Dependency/Emergency Data? (CG-4170A)	Optional	This transaction is used when there is a change to a member's dependency status after departing PCS and prior to reporting PCS. It is also used to update Emergency Data information.

Continued on next page

Reporting Enlisted/Warrant Officer Candidate to OCS to Become a Temp Officer, Continued

**Fast Path
ID and Data
Entry,
Continued**

Transaction	Option	Used For
Elect/Decline Servicemembers' Life Insurance? (P809)	Optional	This transaction is used when the member is requesting to change his/her current SGLI selection.
Dependent Dental Coverage? (P810)	Optional	This transaction is used when the member is requesting to Start or Stop the Family Member Dental Plan.
Enlistment Remaining Need more Obligated Time? (L62B or P154/P159)	Optional	This transaction is used when a member must obligate service to meet the time period the member needs to complete OCS school.

Once you have prompted the system on what transactions you want to create in this event, press <GO> or F1. You are now ready to complete the first transaction you selected. If you selected the orders transaction, then OCS Reporting Orders (Screen 1 of 2*) will appear.

Note: If you did not select the OCS Reporting Orders transaction, then refer to the Change in BAS or Career Sea Pay due to TAD transaction or the Advancement/Change in Rating transaction on page 10-C-7 (if you selected one of these transactions). If you did not select one of these transactions, then refer to Chapter 2 of this manual on how to create the transaction you selected to create.

**OCS Reporting
Orders
Transaction**

The OCS Reporting Orders transaction builds a L68B in PMIS/JUMPS.

OCS Reporting Orders (Screen 1 of 2*)		
000-00-0000	BM2	DOE, JOHN
Effective Arrival Date: <u>10/29/1998</u>	Time: <u>1900</u>	Type Entry:
Duty Type Code: 2		
Reporting to:	Nature of	Cost Center
Dist-Opfac Station/Place	Duty	Code
98 03504	2	_____
Interoffice Transfer?: <u>N</u>		
Date Departed: <u>10/21/1998</u>	Authorized Delay: <u>0008</u>	
Total Absence Breakdown		
TT: <u>01</u>	PT: <u>04</u>	AI: <u>03</u> AO: <u>00</u> CA: <u>00</u> NA: <u>00</u> DA: <u>00</u>

Continued on next page

Reporting Enlisted/Warrant Officer Candidate to OCS to Become a Temp Officer, Continued

**OCS
Reporting
Orders
Transaction,
Continued**

Field	Action
Effective Arrival Date	Enter the date the member arrived PCS.
Time	If submitting the PCS reporting transaction <u>for the first time</u> on a member, enter 1900. Note: If the original PCS reporting transaction was deleted in Transaction Review, and you are resubmitting this transaction for the same day, then the system will allow you to enter a time from 1901 to 2400.
Type Entry	This field can not be updated.
Duty Type Code	This field is set at '2' and is not updateable.
Dist	This field is set at '98' and is not updateable.
OPFAC	This field is set at '03504' and is not updateable.
Nature of Duty Code	This field is set at '2' and is not updateable.
Cost Center Code	Leave this field blank.
Interoffice Transfer	This field is automatically defaulted at 'N' for NO and should be left at 'N'.
Date Departed	Enter the date the member departed PCS.
Authorized Delay	Enter the total number of days delay the member was authorized and took enroute PCS.
TT	If member was authorized travel time, enter the number of days the member used.
PT	If member was authorized proceed time, enter the number of days the member used.
AI	If member was authorized leave INCONUS, enter the number of days used.
AO	If member was authorized leave OUTCONUS, enter the number of days used.
CA	If member is authorized compensatory absence, enter the number of days used.
NA	If member is authorized non-chargeable absence, enter the number of days used.
DA	Enter 01 in the number of days if the member crossed the international date line. The United States is in the West. If crossing was West to East, the total of all delay entries including DA should equal "authorized delay" total. If crossing was East to West, Add all delay entries other than DA, then subtract 01. The balance must equal "authorized delay" total.

Continued on next page

Reporting Enlisted/Warrant Officer Candidate to OCS to Become a Temp Officer, Continued

**OCS Reporting
Orders
Transaction,
Continued**

Once you have completed the information in Screen 1 of 2*, press the F6 key if you want to print the transaction log on the member. If you do not want to print then do not press F6. Once you have completed the screen press <GO> or F1. You have now completed this transaction.

Note: Screen 2 of 2 should not appear for this event.

PCS Orders Print Menu	
A.	Print Screen
B.	Print Transaction Log

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the PCS Departure transaction and want a printed copy of the Transaction Log, press 'B'.

**Change BAS
or Career Sea
pay due to
TAD
Transaction**

If this transaction was selected then the effective date of the transaction will be the date the member departed his/her permanent unit. Refer to Chapter 6-A of this manual on how to create this transaction.

Note 1: As stated earlier, do not submit this transaction if the prior servicing PERSRU has completed this transaction already.

Note 2: The prior servicing PERSRU should have completed an 'Admin Change of Servicing PERSRU due to TAD' transaction to shift the member's record to the new servicing PERSRU.

**Advancement
/Change in
Rating
Transaction**

The Advancement/Change in Rating transaction builds a P555 in PMIS/JUMPS. Advancement/Change in Rating (Screen 1 of 1) will appear after you have completed either the OCS Reporting Orders transaction or the Change in BAS or Career Sea Pay due to TAD transaction (if you selected one of the two).

Advancement/Change in Rating (Screen 1 of 1)			
000-00-0000	BM2	DOE, JOHN	
Effective Date: <u>11/02/1998</u>		Effective Time: <u>0001</u>	Type Entry:
Advanced to:			
Change in Rating to: <u>OCUI2</u>		(Element Code 34)	
Add Designator:			

Continued on next page

Reporting Enlisted/Warrant Officer Candidate to OCS to Become a Temp Officer, Continued

**Advancement/
Change in
Rating
Transaction,
Continued**

The following is a list of fields on Advancement/Change in Rating (Screen 1 of 1) and the action to be taken on each field:

Field	Action
Effective Date	Enter the date the OCS class will convene or has convened.
Effective Time	Enter the effective time in this field.
Type Entry	This field is not updatable.
Advanced to	This field is not updatable.
Change in Rating to	If member is being changed in rates, then enter the rate the member is being changed to (i.e., if member is a BM2 and is being changed in rate to OCUI2, then enter OCUI2). Note: Do not use the field to advance a member. This field creates Element Code 34.
Add Designator	This field is not updatable.

**Completing the
transaction**

Once you have entered the information on Screen 1 of 1, press <GO> or F1. You have now completed the Advancement/Change in Rating transaction. If you asked to complete any other transaction in this event, that transaction will now appear. If you did not select any other transaction, then you have completed this event.

**How
PMIS/JUMPS is
effected by the
OCS Reporting
Orders
Transaction**

Refer to page 4-A-12 of this manual for information on how the OCS Reporting Orders transaction effects PMIS/JUMPS.

Continued on next page

Reporting Enlisted/Warrant Officer Candidate to OCS to Become a Temp Officer, Continued

How PMIS/JUMPS is effected by the Change BAS or Career Sea Pay due to TAD Transaction	Refer to page 6-A-12 of this manual for information on how the Change BAS or Career Sea Pay due to TAD transaction effects PMIS/JUMPS.
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How PMIS/JUMPS is effected by the Advancement/Change in Rating Transaction	Refer to page 9-B-4 of this manual for information on how the Advancement/Change in Rating transaction effects PMIS/JUMPS.
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Corrections and Deletions to the OCS Reporting Orders Transaction	Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.
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Corrections and Deletions to the Change BAS or Career Sea Pay due to TAD Transaction	Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.
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Corrections and Deletions to the Advancement/Change in Rating Transaction	Corrections and deletions can be made to this transaction via Transaction Review in SDA II.
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Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete an event on an enlisted/warrant officer candidate who has graduated from OCS and is being appointed to temporary commissioned officer status. This event contains information on:

- Purpose of event
 - Any references
 - Fast Path ID and Data Entry
-

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	10-B-2
References	10-B-2
Fast Path ID and Data Entry	10-B-2
Appointment to Commission Officer Transaction	10-B-5
School Completion Transaction	10-B-6
Orders Transaction	10-B-7
Officer Uniform Allowance Transaction	10-B-7
How PMIS/JUMPS is effected by the Appointment to Commission Officer Transaction	10-B-7
How PMIS/JUMPS is effected by the Orders Transaction	10-B-8
How PMIS/JUMPS is effected by the Officer Uniform Allowance Transaction	10-B-8
Corrections and Deletions to the Appointment to Commission Officer Transaction	10-B-8
Corrections and Deletions to the Orders Transaction	10-B-8
Corrections and Deletions to the Officer Uniform Allowance Transaction	10-B-8

Departing Temporary Commissioned Officer From OCS

Purpose This event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on an enlisted/warrant officer candidate who has graduated from OCS and is being appointed as a temporary commissioned officer.

Note: This event must not be used for OCS graduates who have been appointed a reserve commission.

- References**
- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
 - b. Query Manual, HRSICINST M5230.2 (series)
 - c. Pay Manual, COMDTINST M7220.29 (series)
 - d. Personnel Manual, COMDTINST M1000.6 (series)
 - e. Joint Federal Travel Regulations
 - f. Housing Manual
 - g. SGLI Handbook, VA 29-75-1

Fast Path ID and Data Entry Enter “ocsdto” for Fast Path ID or press “AHB” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. The following screen will appear:

Former Enlist/Warrant Officer Departing as Temp Officer (Screen 1 of 2*)		
000-00-0000		OCUI2
		DOE, JOHN
Stat	Options	Transactions
I	Required	Appointment to Commission Officer
I	Required	School Completion
	<u>N</u>	Orders
	<u>N</u>	Start or Change BAH or BAQ and/or Qtrs?
	<u>N</u>	Officer Uniform Allowance
	<u>N</u>	New Payment Option?
	<u>N</u>	Change a Bond/Allotment Address?
	<u>N</u>	Start of Family Separation Allowance?
	<u>N</u>	Change in Dependency/Emergency Data?
	<u>N</u>	Elect/Decline Servicemembers' Group Life Insurance?
	<u> </u>	Advance Payments?

Continued on next page

Departing Temporary Commissioned Officer From OCS, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once Screen 1 of 2* comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press “GO” or F1. Screen 2 of 2* will appear if the Advance Payments transaction was selected.

Listed below are the transactions that can be selected in Screens 1 and 2 of this event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Appointment to Commission Officer (H300)	Required	This transaction is required for this event and must be used.
School Completion (P341)	Required	This transaction is required for this event and must be used.
Orders? (L68B)	Optional	This transaction must be used if member was reported to OCS school and now must be departed PCS from OCS school. Note: Do not use this transaction if member was in a TAD status during his/her time at school.
Start or Change BAH or BAQ and/or Qtrs? (P606)	Optional	This transaction must be used if member’s BAH/BAQ status has changed. Note: Refer to the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.
Officer Uniform Allowance (L66B)	Optional	This transaction must be used if member is entitled to Officer Uniform Allowance. Note: Do not use this transaction if member has already received this entitlement in the past.

Continued on next page

Departing Temporary Commissioned Officer From OCS, Continued

Fast Path
ID and Data
Entry,
Continued

Transaction	Option	Used For
New Payment Option? (L6GB)	Optional	This transaction is used when the member is requesting to change his/her payment option.
Change a bond/allotment address (P800)	Optional	This transaction is used when a member is requesting to change the address for an existing allotment.
Start of Family Separation Allowance? (L6BB)	Optional	If the member is entitled to Family Separation Allowance then this transaction must be used. Note: Normally this transaction will not be prepared until the member has become entitled to FSA.
Change in Dependency/Emergency Data? (CG-4170A)	Optional	This transaction is used when there is a change to a member's dependency status after departing PCS and prior to reporting PCS. It is also used to update Emergency Data information.
Elect/Decline Servicemembers' Group Life Insurance? (P809)	Optional	This transaction is used when the member is requesting to change his/her current SGLI selection.
Advance Payments (H605 or L6HB)	Optional	This transaction is used when a member is requesting Advance Pay or Advance Pay and Allowances. Note: If Advance Pay or Advance Pay and Allowances are being paid online (by PMIS/JUMPS) then enter "N". If Advance Pay or Advance Pay and Allowances are being paid offline (by other than PMIS/JUMPS) then enter "F".

Continued on next page

Departing Temporary Commissioned Officer From OCS, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once you have prompted the system on what transactions you want to create in this event, press <GO> or F1. You are now ready to complete the Appointment to Commission Officer transaction.

**Appointment to
Commission
Officer
Transaction**

The Appointment to Commission Officer Transaction creates a H300 in PMIS/JUMPS. Appoint Enlisted/Warrant to Commissioned Officer (Screen 1 of 1) will display.

Appoint Enlisted/Warrant to Commissioned Officer (Screen 1 of 1)		
000-00-0000	OCUI2	DOE, JOHN
Effective Date: <u>02/25/1999</u>	Effective Time: <u>0001</u>	Entry Type:
Commissioned as USCG(1), USCGR-EAD(2) or USCGR-SELRES(3): <u>1</u>		
Year Group: <u>99</u>		
Expected Termination Date: <u>02/28/2029</u>		
New Grade: <u>O1E</u>		
Pay Scale Indicator: <u>1</u>		
Status Indicator: <u>23E531</u>		

Field	Action
Effective Date	Enter the date the member was appointed as a temporary commissioned officer.
Effective Time	Enter the effective time of the transaction. Normally this will be at 0001.
Entry Type	This field is not updateable.
Commissioned as	Enter '1' in this field. No other code should be used for this type of event.
Year group	Enter the year group in this field.
Expected Termination Date	Enter 30 June of the year in which the member completes 30 years service (i.e., if member was appointed a commission on 25 February 1998, then the termination date would be 30 June 2028 or if the member was appointed a commission on 25 August 1998, then the termination date would be 30 June 2029).

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Departing Temporary Commissioned Officer From OCS, Continued

**Appointment
to Commission
Officer
Transaction,
Continued**

Description of fields and action to be taken on each field, continued:

Field	Action
New Grade	Use the following rules: <ul style="list-style-type: none">• If member has 4 years or more active service as an enlisted member and was enlisted prior to being appointed to temporary officer, then enter 'O1E'.• If member has 4 years or more active service as an enlisted member and was a warrant (W-2) prior to being appointed as a regular officer, then enter 'O2E'.• If member has less than 4 years of active service as an enlisted member, then enter 'O1'.
Pay Scale Indicator	This field is not updateable and is set by what was entered in the New Grade field. If member is an O1E or O2E, then the system will automatically default this field to '1'. If member is an O1 or O2, then the system will default this to '0'.
Status Indicator	This field must be changed and the following rules apply. <ul style="list-style-type: none">• For the first two spaces enter '23'.• For the third and fourth space enter the member's grade prior to being promoted to temporary officer (i.e., if member was a BM2 then E5 should be entered).• For the fifth and sixth space enter '31'. This field would then read '23E531'.

Once you have completed the information in Screen 1 of 1, press the F6 key if you want to print the transaction log on the member. Once you have completed the screen, press <GO> or F1. You have now completed this transaction and are ready to complete the School Completion transaction..

**School
Completion
Transaction**

The School Completion transaction creates a P341 in PMIS/JUMPS. Use the table below to complete this transaction.

Field	Action
Effective Date	Enter the date the transaction is being prepared. Note: This date cannot be prior to the completion date of school.
Effective Time	Enter the effective time.
School Completed	This field is not updateable and is set at '340370'.
Completion Date	Enter the date the member graduated OCS school.

Once you have entered the fields above, press <GO> or F1. You have now completed the School Completion transaction. You are now ready to complete the next transaction you selected.

Continued on next page

Departing Temporary Commissioned Officer From OCS, Continued

Orders Transaction The Orders transaction will appear next if you selected this transaction. This transaction will depart the member PCS from OCS to his/her new unit. This transaction creates a L68B in PMIS/JUMPS and also creates the CG-5131 (standard travel orders) on the member.

Refer to page 3-A-5 of this manual on how to prepare this transaction.

Officer Uniform Allowance When the Officer Uniform Allowance transaction appears (if you selected this transaction), use the table below to complete this transaction.

Field	Action
Effective Date	Enter the date the member becomes entitled to Officer Uniform Allowance. Note: This field will have a date pre-filled in it already. This date was set by what effective date was entered on the Appointment to Commission Officer transaction. If this date is incorrect, then change it. This date must not be prior to the date the member was appointed to a temporary commission.
Type Entry	This field is not updateable.
Claim Code	This field is set at 'D' and must not be changed.
Eligibility Date	Enter the date the member becomes entitled to Officer Uniform Allowance. Note: This field will have a date pre-filled in it already. This date was set by what effective date was entered on the Appointment to Commission Officer transaction. If this date is incorrect, then change it. This date must not be prior to the date the member was appointed to a temporary commission.

Once you have entered the fields above, press <GO> or F1. You have now completed the Officer Uniform Allowance transaction. You are now ready to complete the next transaction you selected. If you did not select any other transaction then you have completed this event. If you did select another transaction, refer to Chapter 2 of this manual on how to prepare the transaction.

How PMIS/JUMPS is effected by the Appointment to Commission Officer Transaction As stated earlier, this transaction creates a H300 in PMIS/JUMPS. This transaction accomplishes the following in PMIS/JUMPS:

- Closes the member's pay file down in PMIS/JUMPS as an enlisted member or warrant on the day prior to being appointed as a commission officer.
- Opens the member's pay file up in PMIS/JUMPS as an officer on the effective date of this transaction.

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Departing Temporary Commissioned Officer From OCS, Continued

**How
PMIS/JUMPS is
effected by the
Orders
Transaction**

Refer to page 3-A-12 of this manual for information on how the PCS
Departing Orders transaction effects PMIS/JUMPS.

**How
PMIS/JUMPS is
effected by the
Officer Uniform
Allowance
Transaction**

Refer to Chapter 2-A of this manual for information on how the Officer
Uniform Allowance transaction effects PMIS/JUMPS.

**Corrections and
Deletions to the
Appointment to
Commission
Officer
Transaction**

Corrections and deletions can be made to this transaction and are done in
Transaction Review of the SDA II system.

**Corrections and
Deletions to the
Orders
Transaction**

Corrections and deletions can be made to this transaction and are done in
Transaction Review of the SDA II system.

**Corrections and
Deletions to the
Officer Uniform
Allowance
Transaction**

Corrections and deletions are not allowed to this transaction. Resubmit the
transaction, if the first one was incorrect.

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete an event on an enlisted candidate reporting to OCS for a reserve commission. This event contains information on:

- Purpose of event
- Any references
- Fast Path ID and Data Entry

Note: If the member is a reservist coming on extended active duty greater than 139 days, then refer to Chapter 3-C and Chapter 4-C of this manual on how to bring the member on extended active duty for greater than 139 days. Do not confuse this with a reserve being accessed in the Coast Guard as a reservist and then brought on extended active duty greater than 139 days. The Reporting Reserve Enlisted Candidate to OCS to become a Reserve Officer event should be used for this (Section 10-E of this chapter).

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	10-C-2
References	10-C-2
Fast Path ID and Data Entry	10-C-2
OCS Reporting Orders Transaction	10-C-5
Change BAS or Career Sea Pay due to TAD Transaction	10-C-7
Advancement/Change in Rating Transaction	10-C-7
How PMIS/JUMPS is effected by the OCS Reporting Orders Transaction	10-C-8
How PMIS/JUMPS is effected by the Change BAS or Career Sea Pay due to TAD Transaction	10-C-9
How PMIS/JUMPS is effected by the Advancement/Change in Rating Transaction	10-C-9
Corrections and Deletions to the OCS Reporting Orders Transaction	10-C-9
Corrections and Deletions to the Change BAS or Career Sea Pay due to TAD Transaction	10-C-9
Corrections and Deletions to the Advancement/Change in Rating Transaction	10-C-9

Reporting Enlisted Candidate to OCS for Reserve Commission

Purpose This event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on an enlisted candidate who is reporting to OCS for a reserve commission. This event should **not** be used to report OCS enlisted candidates who:

- have 4 year active service and is E-5 or above
 - are accessed into the Coast Guard and are being sent directly to OCS school
-

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series)
- e. Joint Federal Travel Regulations
- f. Housing Manual
- g. SGLI Handbook, VA 29-75-1

Fast Path ID and Data Entry Enter “ocsroerc” for Fast Path ID or press “AHC” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. The following screen will appear:

Reporting Enlisted Cand to Reserve Commission (Screen 1 of 2)		
000-00-0000		SABM
		DOE, JOHN
Stat	Options	Transactions
I	<u>N</u>	Orders
	<u>N</u>	change BAS or Career Sea Pay due to TAD?
	Required	Advancement/Change in Rating?
	<u>N</u>	Start or Change BAH/BAQ Entitlement and/or Qtrs?
	<u>N</u>	Member's Tax Mailing Address
	<u>N</u>	Member's State Taxes
	<u>N</u>	Member's Federal Taxes
	<u>N</u>	Cancel Selective Reenlistment Bonus?
	<u>N</u>	New Payment Option?
	<u>N</u>	Change a Bond/Allotment Address?
	<u>N</u>	Start of Family Separation Allowance?

Continued on next page

Reporting Enlisted Candidate to OCS for Reserve Commission, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once Screen 1 of 2 comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press “GO” or F1 and Screen 2 of 2 will appear.

Reporting Enlisted Cand to Reserve Commission (Screen 2 of 2)		
000-00-0000	SABM	DOE, JOHN
Stat	Options	Transactions
<u>N</u>		Change in Dependency/Emergency Data?
<u>N</u>		Elect/Decline Servicemembers' Life Insurance?
<u>N</u>		Dependent Dental Coverage?
		Enlistment Remaining: _____. Need more obligated time?

Listed below are the transactions that can be selected in Screens 1 and 2 of this event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Orders? (L68B)	Optional	This transaction must be used if member is reporting PCS to OCS school.
Change BAS or Career Sea pay due to TAD? (P620)	Optional	This transaction must be used if member is reporting TAD to OCS school. Note: Do not submit this transaction if the prior servicing PERSRU has completed this transaction already.
Advancement/Change in Rating (P555)	Required	This transaction is required and must be used.
Start or Change BAH/BAQ Entitlement and/or Qtrs? (P606)	Optional	This transaction must be used if member's BAH/BAQ status has changed. Note: Refer to the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.

Continued on next page

Reporting Enlisted Candidate to OCS for Reserve Commission, Continued

**Fast Path
ID and Data
Entry,
Continued**

Transaction	Option	Used For
Member's Tax Mailing Address (L6EA)	Optional	This transaction is used to change the members mailing address.
Member's State Taxes (L6EA)	Optional	This transaction is used if the members state tax information has changed.
Member's Federal Taxes (L6EA)	Optional	This transaction is used if the members federal tax information has changed.
Cancel Selective Reenlistment Bonus? (P602)	Optional	If the member has a SRB and the SRB needs to be suspended or canceled then this transaction must be used.
New Payment Option? (L6GB)	Optional	This transaction is used when the member is requesting to change his/her payment option.
Change a bond/allotment address (P800)	Optional	This transaction is used when a member is requesting to change the address for an existing allotment.
Start of Family Separation Allowance? (L6BB)	Optional	If the member is entitled to Family Separation Allowance then this transaction must be used. Note: Normally this transaction will not be prepared until the member has become entitled to FSA.
Change in Dependency/Emergency Data? (CG-4170A)	Optional	This transaction is used when there is a change to a members dependency status after departing PCS and prior to reporting PCS. It is also used to update Emergency Data information.

Continued on next page

Reporting Enlisted Candidate to OCS for Reserve Commission, Continued

**Fast Path
ID and Data
Entry,
Continued**

Transaction	Option	Used For
Elect/Decline Servicemembers' Life Insurance? (P809)	Optional	This transaction is used when the member is requesting to change his/her current SGLI selection.
Dependent Dental Coverage? (P810)	Optional	This transaction is used when the member is requesting to Start or Stop the Family Member Dental Plan.
Enlistment Remaining Need more Obligated Time? (L62B or P154/P159)	Optional	This transaction is used when a member must obligate service to meet the time period the member needs to complete OCS school.

Once you have prompted the system on what transactions you want to create in this event, press <GO> or F1. You are now ready to complete the first transaction that was selected. If you selected the orders transaction, then OCS Reporting Orders (Screen 1 of 2*) will appear.

Note: If you did not select the OCS Reporting Orders transaction, then refer to the Change in BAS or Career Sea Pay due to TAD transaction or the Advancement/Change in Rating transaction on page 10-C-7.

**OCS Reporting
Orders
Transaction**

The OCS Reporting Orders transaction builds a L68B in PMIS/JUMPS.

OCS Reporting Orders (Screen 1 of 2*)			
000-00-0000	SABM	DOE, JOHN	
Effective Arrival Date: <u>10/29/1998</u>	Time: <u>1900</u>	Type Entry:	
Duty Type Code: 2			
Reporting to:	Nature of	Cost Center	
Dist-Opfac Station/Place	Duty	Code	
98 03504	2		
Interoffice Transfer?: <u>N</u>			
Date Departed: <u>10/21/1998</u>	Authorized Delay: <u>0008</u>		
Total Absence Breakdown			
TT: <u>01</u>	PT: <u>04</u>	AI: <u>03</u>	AO: <u>00</u> CA: <u>00</u> NA: <u>00</u> DA: <u>00</u>

Continued on next page

Reporting Enlisted Candidate to OCS for Reserve Commission, Continued

**OCS
Reporting
Orders
Transaction,
Continued**

Field	Action
Effective Arrival Date	Enter the date the member arrived PCS.
Time	If submitting the PCS reporting transaction <u>for the first time</u> on a member, enter 1900. Note: If the original PCS reporting transaction was deleted in Transaction Review, and you are resubmitting this transaction for the same day, then the system will allow you to enter a time from 1901 to 2400.
Type Entry	This field can not be updated.
Duty Type Code	This field is set at '2' and is not updateable.
Dist	This field is set at '98' and is not updateable.
OPFAC	This field is set at '03504' and is not updateable.
Nature of Duty Code	This field is set at '2' and is not updateable.
Cost Center Code	Leave this field blank.
Interoffice Transfer	This field is automatically defaulted at 'N' for NO and should be left at 'N'.
Date Departed	Enter the date the member departed PCS.
Authorized Delay	Enter the total number of days delay the member was authorized and took enroute PCS.
TT	If member was authorized travel time, enter the number of days the member used.
PT	If member was authorized proceed time, enter the number of days the member used.
AI	If member was authorized leave INCONUS, enter the number of days used.
AO	If member was authorized leave OUTCONUS, enter the number of days used.
CA	If member is authorized compensatory absence, enter the number of days used.
NA	If member is authorized non-chargeable absence, enter the number of days used.
DA	Enter 01 in the number of days if the member crossed the international date line. The United States is in the West. If crossing was West to East, the total of all delay entries including DA should equal "authorized delay" total. If crossing was East to West, Add all delay entries other than DA, then subtract 01. The balance must equal "authorized delay" total.

Continued on next page

Reporting Enlisted Candidate to OCS for Reserve Commission, Continued

OCS Reporting Orders Transaction, Continued

Once you have completed the information in Screen 1 of 2*, press the F6 key if you want to print the transaction log on the member. If you do not want to print then do not press F6. Once you have completed the screen, press <GO> or F1. You have now completed this transaction.

Note: Screen 2 of 2* should not appear for this event.

PCS Orders Print Menu	
A.	Print Screen
B.	Print Transaction Log

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the PCS Departure transaction and want a printed copy of the Transaction Log, press 'B'.

Change BAS or Career Sea pay due to TAD Transaction

If this transaction was selected then the effective date of the transaction will be the date the member departed his/her permanent unit. Refer to Chapter 6-A of this manual on how to create this transaction.

Note 1: As stated earlier, do not submit this transaction if the prior servicing PERSRU has completed this transaction already.

Note 2: The prior servicing PERSRU should have completed an 'Admin Change of Servicing PERSRU due to TAD' transaction to shift the member's record to the new servicing PERSRU.

Advancement/Change in Rating Transaction

The Advancement/Change in Rating transaction builds a P555 in PMIS/JUMPS. Advancement/Change in Rating (Screen 1 of 1) will appear after you have completed either the OCS Reporting Orders transaction or the Change in BAS or Career Sea Pay due to TAD transaction (if you selected one of the two).

Advancement/Change in Rating (Screen 1 of 1)			
000-00-0000	SABM	DOE, JOHN	
Effective Date: 11/02/1998	Effective Time: 0001	Type Entry:	
Advanced to: OCUI2		(Element Code 01)	
Change in Rating to: _____		(Element Code 34)	
Add Designator:			

Continued on next page

Reporting Enlisted Candidate to OCS for Reserve Commission, Continued

**Advancement/
Change in
Rating
Transaction,
Continued**

The following is a list of fields on Advancement/Change in Rating (Screen 1 of 1) and the action to be taken on each field:

Field	Action
Effective Date	Enter the date the OCS class will convene or has convened.
Effective Time	Enter the effective time in this field.
Type Entry	This field is not updatable.
Advanced to	If member is being advanced, then enter the rate the member is being advanced to (i.e., if member is a SABM and is being advanced to OCUI2, then enter OCUI2). Note: Do not use this field to change a member in rate who is not being advanced. This field creates Element Code 01.
Change in Rating to	If member is being changed in rates, then enter the rate the member is being changed to (i.e., if member is a BM2 and is being changed in rate to OCUI2, then enter OCUI2). Note: Do not use the field to advance a member. This field creates Element Code 34.
Add Designator	Do not use this field. This field should not be used for this event.

Once you have entered the information on Screen 1 of 1, press <GO> or F1. You have now completed the Advancement/Change in Rating transaction. If you asked to complete any other transaction in this event, that transaction will now appear. If you did not select any other transaction, then you have completed this event.

**How
PMIS/JUMPS is
effected by the
OCS Reporting
Orders
Transaction**

Refer to page 4-A-12 of this manual for information on how the OCS Reporting Orders transaction effects PMIS/JUMPS.

Continued on next page

Reporting Enlisted Candidate to OCS for Reserve Commission, Continued

How PMIS/JUMPS is effected by the Change BAS or Career Sea Pay due to TAD Transaction	Refer to page 6-A-12 of this manual for information on how the Change BAS or Career Sea Pay due to TAD transaction effects PMIS/JUMPS.
How PMIS/JUMPS is effected by the Advancement/ Change in Rating Transaction	Refer to page 9-A-5 (for advancement) or page 9-B-4 (for change in rating) of this manual for information on how the Advancement/Change in Rating transaction effects PMIS/JUMPS.
Corrections and Deletions to the OCS Reporting Orders Transaction	Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.
Corrections and Deletions to the Change BAS or Career Sea Pay due to TAD Transaction	Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.
Corrections and Deletions to the Advancement/ Change in Rating Transaction	Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete an event on an enlisted member who has graduated from OCS and is appointed a reserve commission. This event contains information on:

- Purpose of event
 - Any references
 - Fast Path ID and Data Entry
-

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	10-D-2
References	10-D-2
Fast Path ID and Data Entry	10-D-2
Discharge from Enlisted Status Transaction	10-D-5
Appointment to Commission Officer Transaction	10-D-7
School Completion Transaction	10-D-8
Officer Uniform Allowance Transaction	10-D-9
Second Officer Uniform Allowance Transaction	10-D-9
Orders Transaction	10-D-10
How PMIS/JUMPS is effected by the Discharge from Enlisted Status Transaction	10-D-10
How PMIS/JUMPS is effected by the Appointment to Commission Officer Transaction	10-D-10
How PMIS/JUMPS is effected by the Officer Uniform Allowance Transaction	10-D-10
How PMIS/JUMPS is effected by the Orders Transaction	10-D-10
Corrections and Deletions to the Discharge from Enlisted Status Transaction	10-D-11
Corrections and Deletions to the Appointment to Commission Officer Transaction	10-D-11
Corrections and Deletions to the Officer Uniform Allowance Transaction	10-D-11
Corrections and Deletions to the Orders Transaction	10-D-11

Departing Reserve Commissioned Officer from OCS

Purpose This event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on an enlisted member who has graduated OCS and is appointed a reserve commission.

Note: This event must not be used for OCS graduates who have been appointed a temporary officer commission.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series)
- e. Joint Federal Travel Regulations
- f. Housing Manual
- g. SGLI Handbook, VA 29-75-1

Fast Path ID and Data Entry Enter “ocsredro” for Fast Path ID or press “AHD” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. The following screen will appear:

Former Enlisted Departing as Reserve Commission (Screen 1 of 2*)		
000-00-0000		OCUI2
		DOE, JOHN
Stat	Options	Transactions
I	Required	Discharge from Enlisted Status
I	Required	Appointment to Commission Officer
I	Required	School Completion
I	Required	Officer Uniform Allowance
I	Required	Second Officer Uniform Allowance
	<u>N</u>	Orders
	<u>N</u>	Start or Change BAH/BAQ Entitlement and/or Qtrs?
	<u>N</u>	New Payment Option?
	<u>N</u>	Change a Bond/Allotment Address?
	<u>N</u>	Change in Dependency/Emergency Data?
	<u>N</u>	Elect/Decline Servicemembers’ Group Life Insurance?
	<u> </u>	Advance Payments?

Continued on next page

Departing Reserve Commissioned Officer from OCS, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once Screen 1 of 2* comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press “GO” or F1. Screen 2 of 2* will appear if the Advance Payments transaction was selected.

Listed below are the transactions that can be selected in Screens 1 and 2 of this event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Discharge from Enlisted Status (P203)	Required	This transaction is required for this event and must be used.
Appointment to Commission Officer (H300)	Required	This transaction is required for this event and must be used.
School Completion (P341)	Required	This transaction is required for this event and must be used.
Officer Uniform Allowance (L66B)	Required	This transaction is required for this event and must be used.
Second Officer Uniform Allowance (L66B)	Required	This transaction is required for this event and must be used. Note: These members are entitled to two types of Officer Uniform Allowance.
Orders? (L68B)	Optional	This transaction must be used if member was reported to OCS and now must be departed PCS from OCS. Note: Do not use this transaction if member was in a TAD status during his/her time at school.
Start or Change BAH/BAQ Entitlement and/or Qtrs? (P606)	Optional	This transaction must be used if member's BAH/BAQ status has changed. Note: Refer to the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.

Continued on next page

Departing Reserve Commissioned Officer from OCS, Continued

**Fast Path
ID and Data
Entry,
Continued**

Transaction	Option	Used For
New Payment Option? (L6GB)	Optional	This transaction is used when the member is requesting to change his/her payment option.
Change a bond/allotment address (P800)	Optional	This transaction is used when a member is requesting to change the address for an existing allotment. Note: If a member has bonds, this transaction should always be used to update bond addresses.
Change in Dependency/Emergency Data? (CG-4170A)	Optional	This transaction is used when there is a change to a member's dependency status after departing PCS and prior to reporting PCS. It is also used to update Emergency Data information.
Elect/Decline Servicemembers' Group Life Insurance? (P809)	Optional	This transaction is used when the member is requesting to change his/her current SGLI selection.
Advance Payments (H605 or L6HB)	Optional	This transaction is used when a member is requesting Advance Pay or Advance Pay and Allowances. Note: If Advance Pay or Advance Pay and Allowances are being paid online (by PMIS/JUMPS) then enter "N". If Advance Pay or Advance Pay and Allowances are being paid offline (by other than PMIS/JUMPS) then enter "F".

Once you have prompted the system on what transactions you want to create in this event, press <GO> or F1.

Continued on next page

Departing Reserve Commissioned Officer from OCS, Continued

**Discharge
Enlisted
Personnel
Transaction**

You are now ready to complete the Discharge Enlisted Personnel transaction, which builds a P203 (reverted to P993 in RECENTS) in PMIS/JUMPS.

Discharge Enlisted Personnel (Screen 1 of 8*)		
000-00-0000	OCUI2	DOE, JOHN
Effective Date: <u>02/24/1999</u>	Effective Time: 2400	Entry Type:
<small>(Note: The effective date is the actual date of separation. If member is taking terminal leave, you must submit a leave transaction to account for the period prior to separation.)</small>		
Reason for Discharge:	18 Convenience of the Government	(Element Code 18)
Discharge Type:	01 Honorable	(Element Code 01)
Discharge Status:	27 To Accept Appointment as Officer	(Element Code 27)
SPD Code:	KGM	(Element Code 18)
Reenlistment Code:	RE2	(Element Code 18)
Dispose of Leave?: Y		
<small>(Note: If mbr cannot sell leave (element code 41) indicate "N", otherwise indicate "Y").</small>		

The following is a list of fields on Discharge Enlisted Personnel (Screen 1 of 8*) and the action to be taken on each field:

Field	Action
Effective Date	Enter the effective date of separation. Note: This date should be the day prior to member being appointed to reserve commission.
Effective Time	This field is not updateable and is set at 2400.
Entry Type	This field is not updateable.
Reason for Discharge	This field is not updateable and is set at 18. This field creates Element Code 18.
Discharge Type	This field is not updateable and is set at 01. This field creates Element Code 01.
Discharge Status	This field is not updateable and is set at 27. This field creates Element Code 27.
SPD Code	This field is not updateable and is set at KGM. This field is part of Element Code 18.
Reenlistment Code	This field is not updateable and is set at RE2 This field is part of Element Code 18.
Dispose of Leave?	This field is not updateable and is set at 'Y'.

Continued on next page

Departing Reserve Commissioned Officer from OCS, Continued

**Discharge
Enlisted
Personnel
Transaction,
Continued**

Once you have entered the information on Screen 1 of 8*, press <GO> or F1. Discharge Enlisted Personnel (Screen 2 of 8*) will display. The following is what Discharge Enlisted Personnel (Screen 2 of 8*) should look like:

Discharge Enlisted Personnel (Screen 2 of 8*)		
000-00-0000	OCUI2	DOE, JOHN
Days of Leave: 12.0	As of Compute Date: 01/20/1999	
Member to accept permanent appointment as officer.		
Advance Leave Carried Forward:	N	
Unused Leave Carried Forward:	<u>Y</u>	(Element Code 40)

The following is a list of fields on Discharge Enlisted Personnel (Screen 2 of 8*) and the action to be taken on each field:

Field	Action
Days of Leave	This field is not updateable. This is the amount of leave the member currently has (i.e., if the system shows 12 days as the leave balance on the member and the 'As of Compute Date' field above is 01/20/1999, then the member has 12 days as of end month January).
As of Compute Date	This field is not updateable and shows the last end of month compute cycle that your SDA II system has updated. This is due to the fact that leave does not get posted in PMIS/JUMPS until end month compute of each month
Advance Leave Carried Forward	This field is not updateable.
Unused Leave Carried Forward	This field is set at 'Y' and should remain at 'Y'. This field creates Element Code 40.

After you have entered the information in Screen 2 of 8*, press F6 and print the transaction log off. Once you have done this, press <GO> or F1. You are now ready to complete the Appointment to Commission Officer Transaction.

Continued on next page

Departing Reserve Commissioned Officer from OCS, Continued

**Appointment to
Commission
Officer
Transaction**

The Appointment to Commission Officer Transaction creates a H300 in PMIS/JUMPS. Appoint Enlisted/Warrant to Commissioned Officer (Screen 1 of 1) will display.

Appoint Enlisted/Warrant to Commissioned Officer (Screen 1 of 1)		
000-00-0000	OCUI2	DOE, JOHN
Effective Date: <u>02/25/1999</u>	Effective Time: <u>0001</u>	Entry Type:
Commissioned as USCG(1), USCGR-EAD(2) or USCGR-SELRES(3): <u>2</u>		
Year Group: <u>99</u>		
Expected Termination Date: <u>02/24/2002</u>		
New Grade: <u>O1</u>		
Pay Scale Indicator: <u>0</u>		
Status Indicator: <u>65O136</u>		

The following is a list of fields on Screen 1 of 1 and the action to be taken on each field:

Field	Action
Effective Date	Enter the date the member was appointed a reserve commission.
Effective Time	Enter the effective time of the transaction. Normally this will be at 0001.
Entry Type	This field is not updateable.
Commissioned as	Enter '2' in this field. No other code should be used for this type of event.
Year group	Enter the year group in this field.
Expected Termination Date	Enter the date the member's active duty obligation expires. Note: Add three years to the date the member was appointed a reserve commission and then subtract one day (i.e., if member was appointed a reserve commission on 25 February 1998, then the termination date would be 24 February 2001).

Continued on next page

Departing Reserve Commissioned Officer from OCS, Continued

**Appointment
to Commission
Officer
Transaction,
Continued**

Description of the fields on Screen 1 of 1 and the action to be taken, continued:

Field	Action
New Grade	Use the following rules: <ul style="list-style-type: none">• If the member has 4 years or more active service as an enlisted member and was enlisted prior to being appointed a reserve commission, then enter 'O1E'.• If the member has less than 4 years of active service as an enlisted member, then enter 'O1'.
Pay Scale Indicator	This field is not updateable and is set by what was entered in the New Grade field. If the member is an O1E, then the system will automatically default this field to '1'. If member is an O1, then the system will default this to '0'.
Status Indicator	This field is set at '65O136' and must not be changed.

Once you have completed the information in Screen 1 of 1, press the F6 key if you want to print the transaction log on the member. If you do not want to print then do not press F6. Once you have completed the screen, press <GO> or F1. You have now completed this transaction.

**School
Completion
Transaction**

You are now ready to complete the School Completion transaction. The School Completion transaction creates a P341 in PMIS/JUMPS. Use the table below to complete this transaction.

Field	Action
Effective Date	Enter the date the transaction is being prepared. Note: This date cannot be prior to the completion date of school.
Effective Time	Enter the effective time.
School Completed	This field is not updateable and is set at '340370'.
Completion Date	Enter the date the member graduated OCS.

Once you have entered the fields above, press <GO> or F1. You have now completed the School Completion transaction. You are now ready to complete the Officer Uniform Allowance transaction.

Continued on next page

Departing Reserve Commissioned Officer from OCS, Continued

**Officer
Uniform
Allowance
Transaction**

When the Officer Uniform Allowance transaction appears, use the table below to complete this transaction.

Field	Action
Effective Date	Enter the date the member becomes entitled to Officer Uniform Allowance. Note: This field will have a date pre-filled in it already. This date was set by what effective date was entered on the Appointment to Commission Officer transaction. If this date is incorrect, then change it. This date must not be prior to the date that the member was appointed a reserve commission.
Type Entry	This field is not updateable.
Claim Code	This field is set at 'D' and must not be changed.
Eligibility Date	Enter the date the member becomes entitled to Officer Uniform Allowance. Note: This field will have a date pre-filled in it already. This date was set by what effective date was entered on the Appointment to Commission Officer transaction. If this date is incorrect, then change it. This date must not be prior to the date that the member was appointed a reserve commission.

Once you have entered the fields above, press <GO> or F1. You have now completed the Officer Uniform Allowance transaction. You are now ready to complete the second Officer Uniform Allowance transaction.

**Second
Officer
Uniform
Allowance
Transaction**

When the second Officer Uniform Allowance transaction appears, use the table below to complete this transaction.

Field	Action
Effective Date	This field will have a date pre-filled in it already. This date was set by what effective date was entered on the Appointment to Commission Officer transaction. If this date is incorrect, then change it. This date must be one day later than the first Officer Uniform Allowance transaction.
Type Entry	This field is not updateable.
Claim Code	This field is set at 'E' and must not be changed.
Eligibility Date	This field will have a date pre-filled in it already. This date was set by what effective date was entered on the Appointment to Commission Officer transaction. If this date is incorrect, then change it. This date must be one day later than the first Officer Uniform Allowance transaction

Once you have entered the fields above, press <GO> or F1. You have now completed the second Officer Uniform Allowance transaction.

Continued on next page

Departing Reserve Commissioned Officer from OCS, Continued

**Orders
Transaction**

The Orders transaction will appear next if you selected this transaction. This transaction will depart the member PCS from OCS to his/her new unit. This transaction creates a L68B in PMIS/JUMPS and also creates the CG-5131 (Standard Travel Orders) on the member.

Refer to page 3-A-5 of this manual on how to prepare this transaction.

Note: If you did not select any other transaction then you have completed this event. If you did select another transaction, refer to Chapter 2 of this manual on how to prepare the transaction.

**How
PMIS/JUMPS is
effected by the
Discharge from
Enlisted Status
Transaction**

The Discharge from Enlisted Personnel transaction will close down the member's pay file in PMIS/JUMPS, effective the date of this transaction.

**How
PMIS/JUMPS is
effected by the
Appointment to
Commission
Officer
Transaction**

This transaction will open a pay file up in PMIS/JUMPS on the member as a reserve officer on extended active duty, effective the date of this transaction.

**How
PMIS/JUMPS is
effected by the
Officer Uniform
Allowance
Transaction**

Refer to Chapter 2-A of this manual for information on how the Officer Uniform Allowance transaction effects PMIS/JUMPS.

**How
PMIS/JUMPS is
effected by the
Orders
Transaction**

Refer to page 3-A-12 of this manual for information on how the PCS Departing Orders transaction effects PMIS/JUMPS.

Continued on next page

Departing Reserve Commissioned Officer from OCS, Continued

**Corrections and
Deletions to the
Discharge from
Enlisted Status
Transaction**

Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

**Corrections and
Deletions to the
Appointment to
Commission
Officer
Transaction**

Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

**Corrections and
Deletions to the
Officer Uniform
Allowance
Transaction**

Corrections and deletions are not allowed to this transaction. Resubmit the transaction with a later date if the first one was incorrect.

**Corrections and
Deletions to the
Orders
Transaction**

Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete an event on a member who is being accessed into the Coast Guard as an enlisted reserve to attend OCS to obtain a reserve commission. This event contains information on:

- Purpose of event
- Any references
- Fast Path ID and Data Entry

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	10-E-2
References	10-E-2
Fast Path ID and Data Entry	10-E-2
Enlistment into the Coast Guard Transaction	10-E-5
Initial Endorsement on Orders Transaction	10-E-15
Departing Orders to OCS Transaction	10-E-20
Reporting Orders to OCS Transaction	10-E-20
Start/Change BAH, BAQ and/or Qtrs Transaction	10-E-21
How PMIS/JUMPS is effected by the Enlistment into the Coast Guard Transaction	10-E-21
How PMIS/JUMPS is effected by the Initial Endorsement on Orders Transaction	10-E-21
Corrections and Deletions to the Enlistment into the Coast Guard Transaction	10-E-21
Corrections and Deletions to the Initial Endorsement on Orders Transaction	10-E-21

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer

Purpose This event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on a member who is being accessed into the Coast Guard as an enlisted reserve to attend OCS to obtain a reserve commission.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series)
- e. Joint Federal Travel Regulations
- f. Housing Manual
- g. SGLI Handbook, VA 29-75-1

Fast Path ID and Data Entry Enter “ocsrocro” for Fast Path ID or press “AHE” from the Main Menu Screen in SDA II. Enter the member’s SSN and press <GO> or F1. The following message will appear:

“This person with SSN/Last Name 000000000 is not in the CG database.

Are you sure you want to enter his/her information? N”

At the bottom of the screen the following message will appear:

“There is no SSN starting with 000000000. Enter data or press CANCEL to end.”

Note: These messages will appear when you enter the member’s SSN for the first time in your database. For this event, the question should be changed to “Y” for YES. Press <GO> or F1. Reporting Reserve Enlisted Officer Cand for Res Officer (Screen 1 of 2) will appear.

Reporting Reserve Enlisted Officer Cand for Res Officer (Screen 1 of 2)		
000-00-0000		
Stat	Options	Transactions
I	Required	Enlistment into Coast Guard as a Reservist
I	Required	Initial Endorsement on Orders
I	Required	Member’s Tax Mailing Address
	<u>N</u>	Member’s State Taxes
I	Required	Member’s Federal Taxes
I	Required	Departing Orders to OCS
I	Required	Reporting Orders to OCS
I	Required	Start/Change BAH, BAQ and/or Qtrs?
	<u>N</u>	Advancement/Change in Rating
	<u>N</u>	New Payment Option?
	<u>N</u>	Start of Family Separation Allowance?

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once Screen 1 of 2 comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press “GO” or F1 and Screen 2 of 2 will appear.

Reporting Reserve Enlisted Officer Cand for Res Officer (Screen 2 of 2)		
000-00-0000		
Stat	Options	Transactions
	<u>N</u>	Change in Dependency/Emergency Data?
	<u>N</u>	Elect/Decline Servicemembers' Life Insurance?
	<u>N</u>	Dependent Dental Coverage?

Select the transactions you want to create on Screen 2 of 2 and then press <GO> or F1.

Listed below are the transactions that can be selected in Screens 1 and 2 of this event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Enlistment into Coast Guard as a Reservist (L61B)	Required	This transaction is required for this event and must be used.
Initial Endorsement on Orders (L68B)	Required	This transaction is required for this event and must be used.
Member's Tax Mailing Address (L6EB)	Required	This transaction is required for this event and must be used.
Member's State Taxes (L68B)	Optional	This transaction must be used and should be changed to 'Y' for YES to complete this transaction.
Member's Federal Taxes (L68B)	Required	This transaction is required and must be used.
Departing Orders to OCS? (L68B)	Required	This transaction is required and must be used.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Fast Path ID
and Data
Entry,
Continued**

Listed below are the transactions that can be selected in Screens 1 and 2 of this event, if the transaction is required or optional, and when the transaction should be used, continued.

Transaction	Option	Used For
Reporting Orders to OCS (L68B)	Required	This transaction is required for this event and must be used.
Start/Change BAH, BAQ and/or Qtrs? (P606)	Required	This transaction is required and must be used to update the member's BAH/BAQ status. Note: Refer to the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.
Advancement/Change in Rating (P555)	Optional	This transaction must be used if the member is going to be advanced or changed in rate.
New Payment Option? (L6GB)	Optional	This transaction is used when the member is requesting to change his/her payment option.
Start of Family Separation Allowance? (L6BB)	Optional	If the member is entitled to Family Separation Allowance then this transaction must be used. Note: Normally this transaction will not be prepared until the member has become entitled to FSA.
Change in Dependency/Emergency Data? (CG-4170A)	Optional	This transaction must be used to update the member's Emergency Data information and to add dependents (if applicable).
Elect/Decline Servicemembers' Group Life Insurance? (P809)	Optional	This transaction is used when the member is requesting to decline or reduce SGLI.
Dependent Dental Coverage? (P810)	Optional	This transaction is used when the member is requesting to Start the Family Member Dental Plan.

Once you have prompted the system on what transactions you want to create in this event, press <GO> or F1.

Section E
REPORTING RESERVE ENLISTED CANDIDATE TO OCS TO BECOME A RESERVE OFFICER

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Enlistment into
the Coast
Guard
Transaction**

You are now ready to complete the Enlistment into the Coast Guard Transaction. The Enlistment into the Coast Guard transaction creates a L61B in PMIS/JUMPS. The first screen that will come up is Enlistment Information (Screen 1 of 5*).

Enlistment Information (Screen 1 of 5*)			
Last Name: <u>GOODWELL</u>	First Name: <u>JIM</u>		
Middle Name: <u>TIDSWELL</u>	2 nd Middle Initial: _____	Suffix: _____	
Height: <u>71</u>	Weight: <u>210</u>	Sex: <u>M</u>	
Marital Status: <u>M</u>	Eye Color: <u>Blue</u>	Hair Color: <u>Brown</u>	
Date of Birth: <u>08/12/1963</u>	Birth City: <u>Waterloo</u>	State: <u>IA</u>	
(Note: If place of birth is a foreign country, enter the country in the city field and place OO in the state field.)			
Citizenship Code: <u>1</u>	Court City where Naturalized: _____		
Citizenship Date: <u> </u> / <u> </u> / <u> </u>	Naturalization Number: _____		
Minority Designator: <u>5</u>			
Regular or Reserve?: <u>2</u>			

The following is a breakdown of the fields and the action to be taken on each field for Screen 1 of 5*:

Field	Action
Last Name	Enter the member's last name. No spaces or punctuation is allowed in the last name.
First Name	Enter the member's first name. No spaces or punctuation is allowed in the first name.
Middle Name	Enter the member's middle name. No spaces or punctuation is allowed in the middle name.
2 nd Middle Initial	If member has more than one middle name, then enter the second middle name. No spaces or punctuation is allowed in the second middle name.
Suffix	If member has a suffix in name, then enter the suffix name.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Enlistment into
the Coast
Guard
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 1 of 5*, continued:

Field	Action
Height	Enter the member's height in full inches.
Weight	Enter the member's weight in pounds.
Sex	Enter M for Male or F for Female
Marital Status	Enter the member's marital status. Press F2 for list of valid marital status codes.
Eye Color	Enter the member's eye color.
Hair Color	Enter the member's hair color.
Date of Birth	Enter the member's date of birth.
Birth City	Enter the city in which the member was born.
State	Enter the state in which the member was born.
Citizenship Code	Enter the member's citizenship code. Press F2 for list of valid codes.
Court City where Naturalized	If the citizenship code is '1' then this field is not updateable. If the citizenship code is '2' then enter the location of the U. S. Court where member was naturalized.
Citizenship Date	If the citizenship code is '1' then this field is not updateable. If the citizenship code is '2' then enter the date the citizenship was granted.
Naturalization Number	If the citizenship code is '1' then this field is not updateable. If the citizenship code is '2' then enter the naturalization number that was given to the member.
Minority Designator	Enter the minority designator on the member. Press F2 for list of valid minority designator codes.
Regular or Reserve	This field is not updateable and is set at '2'.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Enlistment into
the Coast
Guard
Transaction,
Continued**

Once you have entered the information in Screen 1 of 5*, press <GO> or F1.
Once you have pressed <GO> or F1, Screen 2 of 5* will display.

Enlistment Information (Screen 2 of 5*)			
000-00-0000		GOODWELL, JIM TIDSWELL	
Date of Enlistment: <u>12/01/1998</u>		Term: <u>4</u>	
Enlistment in USCG: <u>1</u>		Active or Inactive: <u>1</u>	
TRA CAT Pay Group: <u>J</u>	Reserve Term:	Reserve OPFAC: <u>87400</u>	
Guarantees:			
Place of Enlistment City: <u>Des Moines</u>		State: <u>IA</u>	
Unit of Enlistment: <u>RUITOFF</u>			
Enlistment Test: <u>AFQT</u>		Test Score: <u>72</u>	
Accepted Location City: <u>Des Moines</u>		State: <u>IA</u>	
Home on W4 City: <u>Waterloo</u>		State: <u>IA</u>	

The following is a breakdown of the fields and the action to be taken on each field for Screen 2 of 5*:

Field	Action
Date of Enlistment	Enter the date the member entered current service.
Term	Enter the number of years the member is enlisting/reenlisting. This item should match block 8 on DD Form 4/1.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Enlistment into
the Coast
Guard
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 2 of 5*, continued:

Field	Action
Enlistment in USCG	Enter '1' if this is the member's first time enlisting into the Coast Guard. Enter '2' if member's enlistment is a reenlistment The following rules apply: <ul style="list-style-type: none">• The enlistment of any person who has previously served in the Regular Coast Guard shall be considered a reenlistment. The enlistment of Coast Guard Reserve personnel who are serving on extended active duty and who have served on extended active duty of 12 months or more shall be considered a reenlistment.• The enlistment of any person into the Coast Guard Reserve who has not previously served in the Coast Guard Reserves shall be considered an original enlistment, even though he/she may have previous service in the Regular Coast Guard. This includes those members who are discharged from the Regular Coast Guard and enlist within 24 hours in the Coast Guard Reserve. The enlistment of any person who has previously served in the Coast Guard Reserve shall be considered a reenlistment.
Active or Inactive	This field is not updateable and is set at '1'.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Enlistment into
the Coast
Guard
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 2 of 5*, continued:

Field	Action
TRA CAT Pay Group	This field is not updateable and is set at 'J'.
Reserve Term	This field is not updateable.
Reserve OPFAC	This field is not updateable and is set at '87400'.
Guarantees	This line may be left blank, but if DD Form 4 is going to be printed, then enter any guarantees the member was given upon enlistment.
Place of Enlistment City	Enter the city where the recruiter is assigned.
State	Enter the state where the recruiter is assigned.
Unit of Enlistment	This field is not updateable and is set at RUITOFF.
Enlistment Test	Enter the abbreviation "AFQT" for enlistees qualifying with ASVAB or enter "OAR" for those qualifying with the Officer Aptitude Rating. If no test is available then leave blank.
Test Score	Enter the score of the test in this field. The AFQT cannot be greater than 99 and the OAR cannot be less than 30 nor greater than 80. If Enlistment Test field was left blank, then this field must be blank.
Accepted Location City	Enter the city in which the member accepts the oath of enlistment.
State	Enter the state abbreviation in which the member accepts the oath of enlistment.
Home on W4 City	Enter the city shown on the Employee's Withholding Allowance Certificate, Form W-4.
State	Enter the state abbreviation on the Employee's Withholding Allowance Certificate, Form W-4.

Once you have entered the information in Screen 2 of 5*, press <GO> or F1.
Once you have pressed <GO> or F1, Screen 3 of 5* will display

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Enlistment into
the Coast Guard
Transaction,
Continued**

The following is an example of what Screen 3 of 5* would look like.

Enlistment Information (Screen 3 of 5*)			
000-00-0000		GOODWELL, JIM TIDSWELL	
Home of Record Address: <u>1502 S.W. Clearview Lane</u>			
City: <u>Waterloo</u>			
State: <u>IA</u>		ZIP: <u>50701</u>	County: <u>Black Hawk</u>
Rate: <u>SA</u>		Date Military Obligation Incurred: <u>12/01/1998</u>	
		Date Military Obligation Completed: <u>11/30/2006</u>	
Selective Service Information			
Service Nbr: _____		Board Nbr: _____	
Address: _____			
City: _____		State: _____	ZIP: _____
Official Administering Oath of Enlistment: <u>IAM GOOD</u>			
Rate of Official: <u>YNCS</u>			

The following is a breakdown of the fields and the action to be taken on each field for Screen 3 of 5*:

Field	Action
Home of Record Address, City, State, ZIP, and County	Enter the permanent home of record as established by the member at time of enlistment/reenlistment (The home of record can be changed by the member only if a break in service exceeds one full day). Note: The home of record is the address on which the travel and transportation allowances shall be based in accordance with the JFTR. If a member's home of record is in a foreign country, enter two letter O's in the State field and five zeros in the ZIP field.
Rate	Enter the rate the member is being enlisted or reenlisted in (i.e., SR, SAOC, YN3, etc.).

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Enlistment into
the Coast
Guard
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 3 of 5*, continued:

Field	Action
Date Military Obligation Incurred	Enter the date the member first incurred a military obligation. On reenlistment or original enlistment with prior service, enter date of initial entry into an Armed Force service or reserve component thereof.
Date Military Obligation Completed	Determine and enter the date the member's military obligation will be completed. If the military obligation of the member has expired, enter the date it expired. Note 1: All members originally enlisting on or after 1 September 1984 have an eight-year military obligation. Note 2: Military obligation can be fulfilled in one of two ways: <ul style="list-style-type: none">• By being discharged from a service component• By serving any combination of active and/or reserve service in any Armed Forces service or reserve component thereof
Service Nbr, Board Nbr, Address, City, State, ZIP	If registered for the draft before entry or making application for enlistment, indicate the Selective Service Number assigned the number of the Selective Service Board and the address of the board. If member is not registered then leave these fields blank.
Official Administering Oath of Enlistment	Enter the name of the person that administered the enlistment oath to the member.
Rate of Official	Enter the rate of the person who administered the enlistment oath to the member.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Enlistment into
the Coast
Guard
Transaction,
Continued**

Once you have entered the information in Screen 3 of 5*, press <GO> or F1.
Once you have pressed <GO> or F1, Screen 4 of 5* will display.

Enlistment Information (Screen 4 of 5*)			
000-00-0000	SA	GOODWELL, JIM TIDSWELL	
Education Information			
Education Level: <u>M</u>			
Field 1: <u>01</u>	Degree: <u>M</u>	Year: <u>97</u>	
Field 2: <u> </u>	Degree: <u> </u>	Year: <u> </u>	
Language Information			
Language1: <u> </u>	Skill: <u> </u>		
Language2: <u> </u>	Skill: <u> </u>		
Is a DD Form 4 Required?: <u>N</u>			

The following is a breakdown of the fields and the action to be taken on each field for Screen 4 of 5*:

Field	Action
Education Level	Enter one of the following education level codes: <div> <div>1</div> <div>Grammar school-Non-GED</div> </div> <div> <div>2</div> <div>1 year high school-Non-GED</div> </div> <div> <div>3</div> <div>2 years high school-Non-GED</div> </div> <div> <div>4</div> <div>3-4 years high school-Non-GED</div> </div> <div> <div>5</div> <div>High School Graduate</div> </div> <div> <div>6</div> <div>1 year of college</div> </div> <div> <div>7</div> <div>2 years of college</div> </div> <div> <div>8</div> <div>3-4 years of college; non-graduate</div> </div> <div> <div>A</div> <div>Associate Degree</div> </div> <div> <div>B</div> <div>College Degree</div> </div> <div> <div>D</div> <div>Doctorate Degree</div> </div> <div> <div>M</div> <div>Master Degree or Equivalent</div> </div> <div> <div>X</div> <div>Certificate of Completion</div> </div> <div> <div>Y</div> <div>Graduate Equivalency Diploma (GED)</div> </div>

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Enlistment into
the Coast
Guard
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 4 of 5*, continued:

Field	Action
Field 1	Enter the field code that the member majored in. For a list of valid field codes, press F2.
Degree	Enter one of the following degree codes: A Associate Degree B College Degree C Professional Certification D Doctorate Degree G Grad Work 1 year or more, W/O Degree M Master Degree or Equivalent P Professional Degree T Non-Degree Professional Training X Certificate of Completion Y Graduate Equivalency Diploma (GED)
Year	Enter the year the degree was awarded.
Field 2	If member has more than one degree then enter the field code that the member majored in or leave this field blank. For a list of valid field codes, press F2.
Degree	If member has more than one degree enter one of the degree codes mentioned above or leave this field blank.
Year	Enter the year the second degree was awarded or leave blank.
Language1	Enter the language code the member can speak/write or leave this field blank. Press F2 for a list of valid language codes.
Skill	If a language code was entered, you must enter the skill level the member is able to speak/write or leave this field blank. Press F2 for a list of valid skill level codes.
Language2	If member can speak/write a second language then enter second language code or leave this field blank.
Skill	If member can speak/write a second language, enter the skill level for the second language or leave this field blank.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Enlistment into
the Coast
Guard
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 4 of 5*, continued:

Field	Action
Is a DD Form 4 Required	Normally this field will be left at 'N' for NO. However, if a DD Form 4/1 is needed, then enter 'Y' for YES. Note: If this field is answered YES then Enlistment Information (Screen 5 of 5*) will display after you have pressed <GO> or F1.

Once you have entered the information on Enlistment Information (Screen 4 of 5*) press <GO> or F1. If you answered YES to the field "Is a DD Form 4 Required?" then Enlistment Information (Screen 5 of 5*) will appear. The following is what Screen 5 of 5* should look like:

Enlistment Information (Screen 5 of 5*)			
000-00-0000	SA	GOODWELL, JIM TIDSWELL	
Total Active Military Service: 000000			
Total Inactive Military Service: 000000			
Unit Name: _____			
Unit Address: _____			
City: _____		State: ____	ZIP: _____

The following is a breakdown of the fields and the action to be taken on each field for Screen 5 of 5*:

Field	Action
Total Active Military Service	Enter in years, months and days the amount of total active military service the member has.
Total Inactive Military Service	Enter in years, months and days the amount of total inactive military service the member has.
Unit Name, Address, City, State, and ZIP	Enter the unit name and address of the recruiting officer where the member enlisted into the Coast Guard.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Enlistment into
the Coast
Guard
Transaction,
Continued**

Once you have entered the information on Enlistment Information (Screen 5 of 5*) press F6 and the system will allow you to print the DD Form 4/1. Once you have printed the form press <GO> or F1. You have now completed the Enlistment into the Coast Guard transaction. You are now ready to complete the Initial Endorsement on Orders transaction.

**Initial
Endorsement
on Orders
Transaction**

The Endorsement Orders transaction builds a L68B in PMIS/JUMPS. Entry Into Coast Guard Orders (Screen 1 of 3*) will appear.

Entry Into Coast Guard Orders (Screen 1 of 3*)		
000-00-0000	SA	GOODWELL, JIM TIDSWELL
Effective Arrival Date: <u>12/01/1998</u> Effective Time: <u>0630</u> Type Entry:		
Duty Type Code: <u>1</u> Cost Center: _____		
Reporting Unit District/OPFAC: <u>02 87400</u> IRR		
(Note: If this is a reserve accession being completed at TRACEN Cape May, ensure District/OPFAC entered is 77-66105)		
Prior Service Indicators		
1 - Original Appointment/Enlistment. No Prior Service.		(Element Code 39)
2 - Prior Service Not Substantiated by DD-214.		(Element Code 40)
3 - Prior Service Substantiated by DD-214.		(Element Code 41)
Prior Service Indicator: <u>1</u>		
Pay entry base date: <u>12/01/1998</u> (Element Codes 39 thru 41)		

The following is a breakdown of the fields and the action to be taken on each field for Screen 1 of 3*:

Field	Action
Effective Arrival Date	Enter the actual date the member is assigned to the IRR or is accessed for immediate entry in OCS.
Effective Time	Enter the effective time. Note: The system will only allow you to enter a time that is from 0600 to 2359.
Type Entry	This field is not updateable.
Duty Type Code	This field should be set at '1'.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Initial
Endorsement
on Orders
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 1 of 3*, continued:

Field	Action
Reporting Unit District/OPFAC	Enter the two-digit district number of the unit the member is being assigned to. Then enter the five-digit OPFAC of the unit the member is being assigned to.
Prior Service Indicator	Enter one of the following indicator codes: 1 Original appointment. Member has no prior service This creates Element Code 39 using the Pay Entry Base Date entered below. 2 Member has prior service but prior service is not substantiated by DD-214 This creates Element Code 40 using the Pay Entry Base Date entered below. 3 Member has prior service and prior service is substantiated by DD-214 This creates Element Code 41 using the Pay Entry Base Date entered below.
Pay Entry Base Date	Enter the member's Pay Base Date. The following rules apply: <ul style="list-style-type: none"> If member has no prior service then the Pay Base Date should be the date the member first entered current service. If member has prior service, then the Pay Base Date may need to be constructed if there was a break in service. The Pay Base Date cannot be later than the Date of Military Obligation Incurred that was input on the Enlistment into the Coast Guard transaction. This creates Element Codes 39 thru 41 (depending on what Prior Service Indicator was used above).

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Initial
Endorsement
on Orders
Transaction,
Continued**

Once you have entered the information on Entry Into Coast Guard Orders (Screen 1 of 3*) press <GO> or F1. Entry Into Coast Guard Orders (Screen 2 of 3*) should display.

Entry Into Coast Guard Orders (Screen 2 of 3*)					
000-00-0000	SA	GOODWELL, JIM TIDSWELL			
Effective Date of Pay and Allowances: <u>12/01/1998</u>		(Element Code 46)			
Rate: <u>SA</u>		(Element Code 47)			
Active Duty Base Date: <u>12/01/1998</u>		(Element Code 48)			
Date of Rank: <u>12/01/1998</u>		(Element Code 49)			
Nature of Duty: <u>R</u>					
Total Absence Breakdown					
TT: <u>00</u>	PT: <u>00</u>	AI: <u>00</u>	AO: <u>00</u>	CA: <u>00</u>	NA: <u>00</u> DA: <u>00</u>

The following is a breakdown of the fields and the action to be taken on each field for Screen 2 of 3*:

Field	Action
Effective Date of Pay and Allowances	Enter the date the member became entitled to Pay and Allowances. This date cannot be prior to the Pay Base Date. The following rules apply: <ul style="list-style-type: none"> If the Prior Service Indicator code is 1 then this date should equal the Pay Base Date. If the Prior Service Indicator code is 2 then this field is not updateable and will equal the Pay Base Date. If the Prior Service Indicator code is 3 then this date should be greater than the Pay Base Date. This creates Element Code 46.
Rate	This field is automatically filled from what you entered in the Rate field on the Enlistment Information (Screen 3 of 5*) transaction. The following rules apply: <ul style="list-style-type: none"> If this information is incorrect, then you will need to go back to the Rate field on the Enlistment Information (Screen 3 of 5*) transaction and enter the correct Rate. This creates Element Code 47.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Initial
Endorsement
on Orders
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 2 of 3*, continued:

Field	Action
Active Duty Base Date	Enter the Active Duty Base Date on the member. This date cannot be prior to the Pay Base Date. The following rules apply: <ul style="list-style-type: none">• If the Prior Service Indicator code is 1 then this date should equal the Pay Base Date.• If the Prior Service Indicator code is 2 then this field is not updateable and should equal the Pay Base Date.• If the Prior Service Indicator code is 3 then this date should be greater than or equal to the Pay Base Date. This creates Element Code 48.
Date of Rank	Enter the member's date of rank. This creates Element Code 49.
Nature of Duty Code	This field must be set at 'R'. Member is being brought on extended active duty for greater than 139 days.
Total Absence Breakdown	The following rules apply: <ul style="list-style-type: none">• If member is a reservist not coming on extended active duty then this field is not updateable.• If member is coming on regular active duty or the member is a reservist coming on extended active duty, then enter the type of delay the member took and the amount of each type of delay. If no delay is involved then leave these fields blank. Note: Normally the only delay that would be involved for this event would be travel time (TT) or non-chargeable absence (NA). All other types of delay should normally not be used.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

**Initial
Endorsement
on Orders
Transaction,
Continued**

Once you have entered all the information in Entry Into Coast Guard Orders (Screen 2 of 3*) press <GO> or F1. Entry Into Coast Guard Orders (Screen 3 of 3) will appear.

Entry Into Coast Guard Orders (Screen 3 of 3)	
000-00-0000	GOODWELL, JIM TIDSWELL
Expected Termination Date*: <u>11/30/2001</u>	(Element Code 75)
ACDU Number of Days Ordered*: <u>1096</u>	(Element Code 77)
Reserve Duty Type Code: <u>O</u> OCS	(Element Code 76)
Reserve Training/Pay Status Code: <u>H</u>	(Element Code 78)
<p>* Enter the Expected Termination Date and the ACDU Number of Days Ordered will be calculated automatically. Or, leave the date blank and enter the ACDU Number of Days. The system will generate the Termination Date.</p>	

The following is a breakdown of the fields and the action to be taken on each field for Screen 3 of 3:

Field	Action
Expected Termination Date	Enter the Expected Active Duty Termination Date on the member. Note: Need to ensure member has sufficient reserve obligated service to cover the period of active duty authorized. This creates Element Code 75.
ACDU Number of Days Ordered	The system will automatically calculate the number of days the member will be on active duty. Note: The system uses the effective date of the Entry Into Coast Guard (Screen 1 of 3*) and the Expected Termination Date (above mentioned field) to calculate the number of days the member is coming on extended active duty. This creates Element Code 77.
Reserve Duty Type Code	This field is set at 'O' and must not be changed. This field creates Element Code 76.
Reserve Training/Pay Status Code	This field is set at 'H' and must not be changed. This field creates Element Code 78.

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

Initial Endorsement on Orders Transaction, Continued	Once you have entered the information in Entry Into Coast Guard Orders (Screen 2 of 3*) or (Screen 3 of 3) press <GO> or F1. You are now ready to complete the Tax Mailing Address transaction.
Tax Mailing Address Transaction	Refer to the Tax Mailing Address transaction (L6EB) in Chapter 2-A of this manual on how to prepare this transaction. Once you have completed this transaction, press <GO> or F1. You are now ready to complete the State Tax transaction.
State Tax Transaction	Refer to the State Tax transaction (L6EB) in Chapter 2-A of this manual on how to prepare this transaction. Once you have completed this transaction, press <GO> or F1 (there may be two screens that have to be completed in this transaction, so you may have to fill out two screens). You are now ready to complete the Federal Tax transaction.
Federal Tax Transaction	Refer to the Federal Tax Information transaction (L6EB) in Chapter 2-A of this manual on how to prepare this transaction. Once you have completed this transaction, press <GO> or F1. You are now ready to complete the Departing Orders to OCS transaction.
Departing Orders to OCS	<p>This transaction is created to depart the member to OCS. Refer to the PCS Departing transaction on page 3-A-5 of this manual on how to prepare this transaction. Once you have completed this transaction, press <GO> or F1. You are now ready to complete the Reporting Orders to OCS transaction.</p> <p>VERY IMPORTANT: Need to ensure that the effective date and time of this transaction is not earlier than the Initial Endorsement on Orders transaction that was created earlier.</p>
Reporting Orders to OCS	<p>This transaction is created to report the member to OCS. Refer to the PCS Reporting transaction on page 4-A-8 of this manual on how to prepare this transaction. Once you have completed this transaction, press <GO> or F1. You are now ready to complete the Start/Change BAH, BAQ and/or Qtrs transaction.</p> <p>VERY IMPORTANT: Need to ensure that the effective date and time of this transaction is not earlier than the Departing Orders to OCS transaction that was created earlier.</p>

Continued on next page

Reporting Reserve Enlisted Candidate to OCS to Become a Reserve Officer, Continued

Start/Change BAH, BAQ and/or Qtrs Transaction	Refer to the P606 transaction in Chapter 2-A of this manual on how to prepare this transaction. Once you have completed this transaction you are ready to create the next transaction you selected. If you did not select any other transaction, then you have completed this event. If you did select any other transaction, then the next transaction will appear. Refer to Chapter 2 of this manual on how to prepare each transaction you also selected.
--	--

How PMIS/JUMPS is effected by the Enlistment into Coast Guard Transaction	Refer to page 7-B-25 of this manual on how PMIS/JUMPS is effected by this transaction.
--	--

How PMIS/JUMPS is effected by the Initial Endorsement on Orders Transaction	Refer to page 7-B-25 of this manual on how PMIS/JUMPS is effected by this transaction.
--	--

Corrections and Deletions to the Enlistment into Coast Guard Transaction	<p>Corrections and deletions are not allowed to the Enlistment into the Coast Guard transaction.</p> <p>Note: If the Enlistment into the Coast Guard transaction was transmitted already and any of the information on the transaction was incorrect, contact HRSIC (MAS).</p>
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Corrections and Deletions to the Initial Endorsement on Orders Transaction	Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.
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Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete an event on a **reserve** enlisted member who has graduated from OCS and is appointed a reserve commission. This event contains information on:

- Purpose of event
 - Any references
 - Fast Path ID and Data Entry
-

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	10-F-2
References	10-F-2
Fast Path ID and Data Entry	10-F-2
Discharge from Enlisted Status Transaction	10-F-5
Orders Transaction	10-F-6
Appointment to Commission Officer Transaction	10-F-7
School Completion Transaction	10-F-8
Officer Uniform Allowance Transaction	10-F-9
Second Officer Uniform Allowance Transaction	10-F-9
How PMIS/JUMPS is effected by the Discharge from Enlisted Status Transaction	10-F-10
How PMIS/JUMPS is effected by the Orders Transaction	10-F-10
How PMIS/JUMPS is effected by the Appointment to Commission Officer Transaction	10-F-10
How PMIS/JUMPS is effected by the Officer Uniform Allowance Transaction	10-F-10
Corrections and Deletions to the Discharge from Enlisted Status Transaction	10-F-11
Corrections and Deletions to the Appointment to Commission Officer Transaction	10-F-11
Corrections and Deletions to the Officer Uniform Allowance Transaction	10-F-11
Corrections and Deletions to the Orders Transaction	10-F-11

- have been appointed a temporary officer commission
- were regular active duty enlisted members and are appointed a reserve commission
- were not accessed in the Coast Guard and sent to OCS PCS

Fast Path ID and Data Entry	Enter “ocsdocro” for Fast Path ID or press “AHF” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’. The following screen will appear:
------------------------------------	---

Former Reserve Enlisted Departing as Reserve Officer (Screen 1 of 2*)		
000-00-0000		OCUI2
Stat	Options	Transactions
I	Required	Discharge from Enlisted Status
I	Required	Orders
I	Required	Appointment to Commission Officer
I	Required	School Completion
I	Required	Officer Uniform Allowance
I	Required	Second Officer Uniform Allowance
	<u>N</u>	Start or Change BAH, BAQ and/or Qtrs?
	<u>N</u>	New Payment Option?
	<u>N</u>	Change a Bond/Allotment Address?
	<u>N</u>	Change in Dependency/Emergency Data?
	<u>N</u>	Elect/Decline Servicemembers' Group Life Insurance?
		Advance Payments?

Continued on next page

Departing Reserve Officer (Prior Reserve Enlisted) from OCS, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once Screen 1 of 2* comes up you can begin selecting the options that are available for this event. When you have selected the transactions you want, press “GO” or F1. Screen 2 of 2* will appear if the Advance Payments transaction was selected.

Listed below are the transactions that can be selected in Screens 1 and 2 of this event, if the transaction is required or optional, and when the transaction should be used.

Transaction	Option	Used For
Discharge from Enlisted Status (P203)	Required	This transaction is required for this event and must be used.
Orders (L68B)	Required	This transaction is required for this event and must be used to depart the member PCS from OCS.
Appointment to Commission Officer (H300)	Required	This transaction is required for this event and must be used.
School Completion (P341)	Required	This transaction is required for this event and must be used.
Officer Uniform Allowance (L66B)	Required	This transaction is required for this event and must be used.
Second Officer Uniform Allowance (L66B)	Required	This transaction is required for this event and must be used. Note: These members are entitled to two types of Officer Uniform Allowance.
Start or Change BAH, BAQ and/or Qtrs? (P606)	Optional	This transaction must be used if member’s BAH/BAQ status has changed. Note: Refer to the Government Quarters in Connection with PCS Table on the P606 transaction in Chapter 2-A of this manual.

Continued on next page

Departing Reserve Officer (Prior Reserve Enlisted) from OCS, Continued

**Fast Path
ID and Data
Entry,
Continued**

Transaction	Option	Used For
New Payment Option? (L6GB)	Optional	This transaction is used when the member is requesting to change his/her payment option.
Change a bond/allotment address (P800)	Optional	This transaction is used when a member is requesting to change the address for an existing allotment.
Change in Dependency/Emergency Data? (CG-4170A)	Optional	This transaction is used when there is a change to a member's dependency status after departing PCS and prior to reporting PCS. It is also used to update Emergency Data information.
Elect/Decline Servicemembers' Group Life Insurance? (P809)	Optional	This transaction is used when the member is requesting to change his/her current SGLI selection.
Advance Payments (H605 or L6HB)	Optional	This transaction is used when a member is requesting Advance Pay or Advance Pay and Allowances. Note: If Advance Pay or Advance Pay and Allowances are being paid online (by PMIS/JUMPS) then enter "N". If Advance Pay or Advance Pay and Allowances are being paid offline (by other than PMIS/JUMPS) then enter "F".

Once you have prompted the system on what transactions you want to create in this event, press <GO> or F1.

Continued on next page

Departing Reserve Officer (Prior Reserve Enlisted) from OCS, Continued

**Discharge
Enlisted
Personnel
Transaction**

You are now ready to complete the Discharge Enlisted Personnel transaction, which builds a P203 (reverted to P993 in RECENTS) in PMIS/JUMPS.

Discharge Enlisted Personnel (Screen 1 of 8*)		
000-00-0000	OCUI2	DOE, JOHN
Effective Date: 02/24/1999	Effective Time: 2400	Entry Type:
(Note: The effective date is the actual date of separation. If member is taking terminal leave, you must submit a leave transaction to account for the period prior to separation.)		
Reason for Discharge:	18 Convenience of the Government	(Element Code 18)
Discharge Type:	01 Honorable	(Element Code 01)
Discharge Status:	27 To Accept Appointment as Officer	(Element Code 27)
SPD Code:	KGM	(Element Code 18)
Reenlistment Code:	RE2	(Element Code 18)
Dispose of Leave?:	Y	
(Note: If mbr cannot sell leave (element code 41) indicate "N", otherwise indicate "Y").		

The following is a list of fields on Discharge Enlisted Personnel (Screen 1 of 8*) and the action to be taken on each field:

Field	Action
Effective Date	Enter the effective date of separation. Note: This date should be the day prior to member being appointed to reserve commission.
Effective Time	This field is not updateable and is set at 2400.
Entry Type	This field is not updateable.
Reason for Discharge	This field is not updateable and is set at 18. This field creates Element Code 18.
Discharge Type	This field is not updateable and is set at 01. This field creates Element Code 01.
Discharge Status	This field is not updateable and is set at 27. This field creates Element Code 27.
SPD Code	This field is not updateable and is set at KGM. This field is part of Element Code 18.
Reenlistment Code	This field is not updateable and is set at RE2 This field is part of Element Code 18.
Dispose of Leave?	This field is not updateable and is set at 'Y'.

Continued on next page

Departing Reserve Officer (Prior Reserve Enlisted) from OCS, Continued

**Discharge
Enlisted
Personnel
Transaction,
Continued**

Once you have entered the information on Screen 1 of 8*, press <GO> or F1. Discharge Enlisted Personnel (Screen 2 of 8*) will display.

Discharge Enlisted Personnel (Screen 2 of 8*)		
000-00-0000	OCUI2	DOE, JOHN
Days of Leave: 12.0	As of Compute Date: 01/20/1999	
Member to accept permanent appointment as officer.		
Advance Leave Carried Forward:	N	
Unused Leave Carried Forward:	<u>Y</u>	(Element Code 40)

The following is a list of fields on Discharge Enlisted Personnel (Screen 2 of 8*) and the action to be taken on each field:

Field	Action
Days of Leave	This field is not updateable. This is the amount of leave the member currently has (i.e., if the system shows 12 days as the leave balance on the member and the 'As of Compute Date' field above is 01/20/1999, then the member has 12 days as of end month January).
As of Compute Date	This field is not updateable and shows the last end of month compute cycle that your SDA II system has updated. This is due to the fact that leave does not get posted in PMIS/JUMPS until end month compute of each month
Advance Leave Carried Forward	This field is not updateable.
Unused Leave Carried Forward	This field is set at 'Y' and should remain at 'Y'. This field creates Element Code 40.

After you have entered the information in Screen 2 of 8*, press F6 and print the transaction log off. Once you have done this, press <GO> or F1. You are now ready to complete the PCS Departing Orders transaction.

**Orders
Transaction**

The Orders transaction will appear next. This transaction will depart the member PCS from OCS to his/her new unit. This transaction creates a L68B in PMIS/JUMPS and also creates the CG-5131 (Standard Travel Orders) on the member. Refer to page 3-A-5 of this manual on how to prepare this transaction. Once you have completed this transaction, press <GO> or F1.

Continued on next page

Departing Reserve Officer (Prior Reserve Enlisted) from OCS, Continued

Appointment to Commission Officer Transaction Appointment to Commission Officer (Screen 1 of 1) will appear next. The Appointment to Commission Officer Transaction creates a H300 in PMIS/JUMPS.

Appoint Enlisted/Warrant to Commissioned Officer (Screen 1 of 1)		
000-00-0000	OCUI2	DOE, JOHN
Effective Date: <u>02/25/1999</u>	Effective Time: <u>0001</u>	Entry Type:
Commissioned as USCG(1), USCGR-EAD(2) or USCGR-SELRES(3): <u>2</u>		
Year Group: <u>99</u>		
Expected Termination Date: <u>02/28/2002</u>		
New Grade: <u>O1</u>		
Pay Scale Indicator: <u>0</u>		
Status Indicator: <u>65O136</u>		

The following is a list of fields on Screen 1 of 1 and the action to be taken on each field:

Field	Action
Effective Date	Enter the date the member was appointed a reserve commission.
Effective Time	Enter the effective time of the transaction. Normally this will be at 0001.
Entry Type	This field is not updateable.
Commissioned as	Enter '2' in this field. No other code should be used for this type of event.
Year group	Enter the year group in this field.
Expected Termination Date	Enter the date the member's active duty obligation expires. Note: Add three years to the date the member was appointed a reserve commission and then subtract one day (i.e., if member was appointed a reserve commission on 25 February 1998, then the termination date would be 24 February 2001).

Continued on next page

Departing Reserve Officer (Prior Reserve Enlisted) from OCS, Continued

**Appointment
to Commission
Officer
Transaction,
Continued**

Description of the fields on Screen 1 of 1 and the action to be taken,
continued:

Field	Action
New Grade	Use the following rules: <ul style="list-style-type: none">• If the member has 4 years or more active service as an enlisted member and was enlisted prior to being appointed a reserve commission , then enter 'O1E'.• If the member has less than 4 years of active service as an enlisted member, then enter 'O1'.
Pay Scale Indicator	This field is not updateable and is set by what was entered in the New Grade field. If the member is an O1E, then the system will automatically default this field to '1'. If member is an O1, then the system will default this to '0'.
Status Indicator	This field is set at '65O136' and must not be changed.

Once you have completed the information in Screen 1 of 1, press the F6 key if you want to print the transaction log on the member. Once you have completed the screen, press <GO> or F1. You have now completed this transaction.

**School
Completion
Transaction**

You are now ready to complete the School Completion transaction. The School Completion transaction creates a P341 in PMIS/JUMPS. Use the table below to complete this transaction.

Field	Action
Effective Date	Enter the date the transaction is being prepared. Note: This date cannot be prior to the completion date of school.
Effective Time	Enter the effective time.
School Completed	This field is not updateable and is set at '340370'.
Completion Date	Enter the date the member graduated OCS.

Once you have entered the fields above, press <GO> or F1. You have now completed the School Completion transaction. You are now ready to complete the Officer Uniform Allowance transaction.

Continued on next page

Departing Reserve Officer (Prior Reserve Enlisted) from OCS, Continued

**Officer
Uniform
Allowance
Transaction**

When the Officer Uniform Allowance transaction appears, use the table below to complete this transaction.

Field	Action
Effective Date	Enter the date the member becomes entitled to Officer Uniform Allowance. Note: This field will have a date pre-filled in it already. This date was set by what effective date was entered on the Appointment to Commission Officer transaction. If this date is incorrect, then change it. This date must not be prior to the date that the member was appointed a reserve commission.
Type Entry	This field is not updateable.
Claim Code	This field is set at 'D' and must not be changed.
Eligibility Date	Enter the date the member becomes entitled to Officer Uniform Allowance. Note: This field will have a date pre-filled in it already. This date was set by what effective date was entered on the Appointment to Commission Officer transaction. If this date is incorrect, then change it. This date must not be prior to the date that the member was appointed a reserve commission.

Once you have entered the fields above, press <GO> or F1. You have now completed the Officer Uniform Allowance transaction. You are now ready to complete the second Officer Uniform Allowance transaction.

**Second
Officer
Uniform
Allowance
Transaction**

When the second Officer Uniform Allowance transaction appears, use the table below to complete this transaction.

Field	Action
Effective Date	This field will have a date pre-filled in it already. This date was set by what effective date was entered on the Appointment to Commission Officer transaction. If this date is incorrect, then change it. This date must be one day later than the first Officer Uniform Allowance transaction.
Type Entry	This field is not updateable.
Claim Code	This field is set at 'E' and must not be changed.
Eligibility Date	This field will have a date pre-filled in it already. This date was set by what effective date was entered on the Appointment to Commission Officer transaction. If this date is incorrect, then change it. This date must be one day later than the first Officer Uniform Allowance transaction

Once you have entered the fields above, press <GO> or F1. You have now completed the second Officer Uniform Allowance transaction.

Continued on next page

Departing Reserve Officer (Prior Reserve Enlisted) from OCS, Continued

**Second Officer
Uniform
Allowance
Transaction,
Continued**

If you did not select any other transaction then you have completed this event.
If you did select another transaction, refer to Chapter 2 of this manual on how to prepare the transaction.

**How
PMIS/JUMPS is
effected by the
Discharge from
Enlisted Status
Transaction**

The Discharge from Enlisted Personnel transaction will close down the member's pay file in PMIS/JUMPS, effective the date of this transaction.

**How
PMIS/JUMPS is
effected by the
Orders
Transaction**

Refer to page 3-A-12 of this manual for information on how the PCS Departing Orders transaction effects PMIS/JUMPS.

**How
PMIS/JUMPS is
effected by the
Appointment to
Commission
Officer
Transaction**

This transaction will open a pay file up in PMIS/JUMPS on the member as a reserve officer on extended active duty, effective the date of this transaction.

**How
PMIS/JUMPS is
effected by the
Officer Uniform
Allowance
Transaction**

Refer to Chapter 2-A of this manual for information on how the Officer Uniform Allowance transaction effects PMIS/JUMPS.

Continued on next page

Departing Reserve Officer (Prior Reserve Enlisted) from OCS, Continued

Corrections and Deletions to the Discharge from Enlisted Status Transaction	Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.
Corrections and Deletions to the Orders Transaction	Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.
Corrections and Deletions to the Appointment to Commission Officer Transaction	Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.
Corrections and Deletions to the Officer Uniform Allowance Transaction	Corrections and deletions are not allowed to this transaction. Resubmit the transaction with a later date if the first one was incorrect.

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a ROCI Officer Program event in SDA II. This event contains information on:

- Purpose of event
 - Any references
 - Fast Path ID and Data Entry
-

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	10-G-2
References	10-G-2
Fast Path ID and Data Entry	10-G-2
Discharge from Enlisted Status Transaction	10-G-2
Appointment to Commission Officer Transaction	10-G-3
How PMIS/JUMPS is effected by the Discharge from Enlisted Status Transaction	10-G-4
How PMIS/JUMPS is effected by the Appointment to Commission Officer Transaction	10-G-4
Corrections and Deletions to the Discharge from Enlisted Status Transaction	10-G-5
Corrections and Deletions to the Appointment to Commission Officer Transaction	10-G-5

ROCI Officer Program

Purpose This event is used to complete the necessary transactions (which may require input into PMIS/JUMPS) on a member who has graduated from the ROCI program.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series)

Fast Path ID and Data Entry Enter “ocsroci” for Fast Path ID or press “AHG” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’ or F1. The following screen will appear:

ROCI Officer Program Transactions (Screen 1 of 1)		
000-00-0000	DOE, JOHN	
Stat	Options	Transactions
I	Required	Discharge from Enlisted Status
I	Required	Appointment to Commission Officer

NOTE: R990 transaction must be done by the permanent PERSRU

Now press <GO> or F1.

Discharge from Enlisted status Transaction You are now ready to complete the Discharge from Enlisted Status transaction. The Discharge from Enlisted Status transaction creates a P203 (reverted to P993 in RECENTS) in PMIS/JUMPS.

Discharge Enlisted Personnel (Screen 1 of 8*)		
000-00-0000	DOE, JOHN	
Effective Date: <u>02/24/1999</u>	Effective Time: 2400	Entry Type:
(Note: The effective date is the actual date of separation. If member is taking terminal leave, you must submit a leave transaction to account for the period prior to separation.)		
Reason for Discharge:	18 Convenience of the Government	(Element Code 18)
Discharge Type:	01 Honorable	(Element Code 01)
Discharge Status:	27 To Accept Appointment as Officer	(Element Code 27)
SPD Code:	<u>KGM</u>	(Element Code 18)
Reenlistment Code:	<u>RE2</u>	(Element Code 18)
Dispose of Leave?:	Y	
(Note: If mbr cannot sell leave (element code 41) indicate “N”, otherwise indicate “Y”).		

Continued on next page

Section G
ROCI OFFICER PROGRAM

ROCI Officer Program, Continued

**Discharge
from
Enlisted
Status
Transaction,
Continued**

The following is a list of fields on Discharge Enlisted Personnel (Screen 1 of 8*) and the action to be taken on each field:

Field	Action
Effective Date	Enter the effective date of separation. Note: This date should be the day prior to member being appointed to reserve commission.
Effective Time	This field is not updateable and is set at 2400.
Entry Type	This field is not updateable.
Reason for Discharge	This field is not updateable and is set at 18. This field creates Element Code 18.
Discharge Type	This field is not updateable and is set at 01. This field creates Element Code 01.
Discharge Status	This field is not updateable and is set at 27. This field creates Element Code 27.
SPD Code	Enter the Separation Program Designator on the member. This field is part of Element Code 18.
Reenlistment Code	Enter the reenlistment code on the member. Press the F2 key for a list of valid codes. This field is part of Element Code 18.
Dispose of Leave?	This field is not updateable and is set at 'Y'.

Once you have entered the information on Screen 1 of 8*, press <GO> or F1.

**Appointment to
Commission
Officer
Transaction**

You are now ready to complete the Appointment to Commission Officer transaction. The Appointment to Commission Officer transaction creates a H300 in PMIS/JUMPS. Appoint Enlisted/Warrant to Commissioned Officer (Screen 1 of 1) will display.

Appoint Enlisted/Warrant to Commissioned Officer (Screen 1 of 1)		
000-00-0000		DOE, JOHN
Effective Date: <u>02/25/1999</u>	Effective Time: <u>0001</u>	Entry Type:
Commissioned as USCG(1), USCGR-EAD(2) or USCGR-SELRES(3): <u>3</u>		
Year Group: <u>99</u>		
Expected Termination Date: <u>02/24/2002</u>		
New Grade: <u>O1</u>		
Pay Scale Indicator: <u>0</u>		
Status Indicator: <u>65O136</u>		

Continued on next page

Section G
ROCI OFFICER PROGRAM

ROCI Officer Program, Continued

**Appointment to
Commission
Officer
Transaction,
Continued**

The following is a list of fields on Screen 1 of 1 and the action to be taken on each field:

Field	Action
Effective Date	Enter the date the member was appointed a reserve commission.
Effective Time	Enter the effective time of the transaction. Normally this will be at 0001.
Entry Type	This field is not updateable.
Commissioned as	Enter '3' in this field. No other code should be used for this type of event.
Year group	Enter the year group in this field.
Expected Termination Date	Enter the date the member's active duty obligation expires. Note: Add three years to the date the member was appointed a reserve commission and then subtract one day (i.e., if member was appointed a reserve commission on 25 February 1998, then the termination date would be 24 February 2001).
New Grade	Use the following rules: <ul style="list-style-type: none">• If the member has 4 years or more active service as an enlisted member and was enlisted prior to being appointed a reserve commission, then enter 'O1E'.• If the member has less than 4 years of active service as an enlisted member, then enter 'O1'.
Pay Scale Indicator	This field is not updateable and is set by what was entered in the New Grade field. If the member is an O1E, then the system will automatically default this field to '1'. If member is an O1, then the system will default this to '0'.
Status Indicator	This field is set at '65O136' and must not be changed.

Once you have completed the above fields, press <GO> or F1.

**How
PMIS/JUMPS is
effected by the
Discharge from
Enlisted Status
Transaction**

The Discharge from Enlisted Personnel transaction will close down the member's pay file in PMIS/JUMPS, effective the date of this transaction.

**How
PMIS/JUMPS is
effected by the
Appointment to
Commission
Officer
Transaction**

This transaction will open a pay file up in PMIS/JUMPS on the member as a reserve commissioned officer, effective the date of this transaction.

Continued on Next Page

ROCI Officer Program, Continued

**Corrections and
Deletions to the
Discharge from
Enlisted Status
Transaction**

Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

**Corrections and
Deletions to the
Appointment to
Commission
Officer
Transaction**

Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.

Section Overview

Purpose This section provides instructions for completing a MARTP event in SDA II.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	10-H-2
References	10-H-2
Fast Path ID and Data Entry	10-H-2
Discharge from Enlisted Status Transaction	10-H-2
Appointment to Commission Officer Transaction	10-H-3
How PMIS/JUMPS is effected by the Discharge from Enlisted Status Transaction	10-H-4
How PMIS/JUMPS is effected by the Appointment to Commission Officer Transaction	10-H-4
Corrections and Deletions to the Discharge from Enlisted Status Transaction	10-H-5
Corrections and Deletions to the Appointment to Commission Officer Transaction	10-H-5

MARTP Reserve Officer Program

Purpose

The MARTP event is used to appoint a reserve enlisted member to officer upon graduation from a State Maritime Academy. Five PERSRUs service these members and have the capability in SDA-II to prepare the MARTP event:

- ISC Alameda (33-30)
- ISC Boston (32-02)
- ACT New York (01-26)
- Base Galveston (08-10)
- GRU Portland (01-79)

References

- a. Reserve Policy Manual
- b. COMDTINST 1321.22 (series)

Fast Path ID and Data Entry

Enter “ocsroci” for Fast Path ID or press “AHG” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press ‘GO’ or F1. The following screen will appear:

ROCI Officer Program Transactions (Screen 1 of 1)		
000-00-0000		DOE, JOHN
Stat	Options	Transactions
I	Required	Discharge from Enlisted Status
I	Required	Appointment to Commission Officer
NOTE: R990 transaction must be done by the permanent PERSRU		

Now press <GO> or F1.

Discharge from Enlisted status Transaction

You are now ready to complete the Discharge from Enlisted Status transaction. The Discharge from Enlisted Status transaction creates a P203 (reverted to P993 in RECENTS) in PMIS/JUMPS.

Discharge Enlisted Personnel (Screen 1 of 8*)		
000-00-0000		DOE, JOHN
Effective Date: 02/24/1999	Effective Time: 2400	Entry Type:
(Note: The effective date is the actual date of separation.)		
Reason for Discharge:	18 Convenience of the Government	(Element Code 18)
Discharge Type:	01 Honorable	(Element Code 01)
Discharge Status:	27 To Accept Appointment as Officer	(Element Code 27)
SPD Code:	KGM	(Element Code 18)
Reenlistment Code:	RE2	(Element Code 18)
Dispose of Leave?:	Y (Note: If mbr cannot sell leave (element code 41) indicate “N”, otherwise indicate “Y”)	

Continued on next page

Section H
MARTP RESERVE OFFICER PROGRAM

MARTP Reserve Officer Program, Continued

**Discharge
from
Enlisted
Status
Transaction,
Continued**

The following is a list of fields on Discharge Enlisted Personnel (Screen 1 of 8) and the action to be taken on each field:

Field	Action
Effective Date	Enter the effective date of separation. Note: This date should be the day prior to member being appointed to reserve commission.
Effective Time	This field is not updateable and is set at 2400.
Entry Type	This field is not updateable.
Reason for Discharge	This field is not updateable and is set at 18. This field creates Element Code 18.
Discharge Type	This field is not updateable and is set at 01. This field creates Element Code 01.
Discharge Status	This field is not updateable and is set at 27. This field creates Element Code 27.
SPD Code	Enter the Separation Program Designator on the member. This field is part of Element Code 18.
Reenlistment Code	Enter the reenlistment code on the member. Press the F2 key for a list of valid codes. This field is part of Element Code 18.
Dispose of Leave?	This field is not updateable and is set at 'Y'.

Once you have entered the information on Screen 1 of 8, press <GO> or F1.

**Appointment to
Commission
Officer
Transaction**

You are now ready to complete the Appointment to Commission Officer transaction. The Appointment to Commission Officer transaction creates a H300 in PMIS/JUMPS. Appoint Enlisted/Warrant to Commissioned Officer (Screen 1 of 1) will display.

Appoint Enlisted/Warrant to Commissioned Officer (Screen 1 of 1)		
000-00-0000	DOE, JOHN	
Effective Date: <u>02/25/1999</u>	Effective Time: <u>0001</u>	Entry Type:
Commissioned as USCG(1), USCGR-EAD(2) or USCGR-SELRES(3): <u>3</u>		
Year Group: <u>99</u>		
Expected Termination Date: <u>02/24/2002</u>		
New Grade: <u>O1</u>		
Pay Scale Indicator: <u>0</u>		
Status Indicator: <u>65O136</u>		

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MARTP Reserve Officer Program, Continued

**Appointment to
Commission
Officer
Transaction,
Continued**

The following is a list of fields on Screen 1 of 1 and the action to be taken on each field:

Field	Action
Effective Date	Enter the date the member was appointed a reserve commission.
Effective Time	Enter the effective time of the transaction. Normally this will be at 0001.
Entry Type	This field is not updateable.
Commissioned as	Enter '3' in this field. No other code should be used for this type of event.
Year group	Enter the year group in this field.
Expected Termination Date	Enter the date which is one day prior to the member's 60th birthday.
New Grade	Use the following rules: <ul style="list-style-type: none">• If the member has 4 years or more active service as an enlisted member and was enlisted prior to being appointed a reserve commission, then enter 'O1E'.• If the member has less than 4 years of active service as an enlisted member, then enter 'O1'.
Pay Scale Indicator	This field is not updateable and is set by what was entered in the New Grade field. If the member is an O1E, then the system will automatically default this field to '1'. If member is an O1, then the system will default this to '0'.
Status Indicator	This field is set at '65O136' and must not be changed.

Once you have completed the above fields, press <GO> or F1.

**How
PMIS/JUMPS is
effected by the
Discharge from
Enlisted Status
Transaction**

The Discharge from Enlisted Personnel transaction will close down the member's pay file in PMIS/JUMPS, effective the date of this transaction.

**How
PMIS/JUMPS is
effected by the
Appointment to
Commission
Officer
Transaction**

This transaction will open a pay file up in PMIS/JUMPS on the member as a reserve commissioned officer, effective the date of this transaction.

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MARTP Reserve Officer Program, Continued

Corrections and Deletions to the Discharge from Enlisted Status Transaction	Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.
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Corrections and Deletions to the Appointment to Commission Officer Transaction	Corrections and deletions can be made to this transaction and are done in Transaction Review of the SDA II system.
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